CENTRAL PUBLIC SERVICE COMMISSION

ANNUAL REPORT

FOR THE YEAR

1962

Published by the Manager of Publications, Karachi: 1963.
Printed at the Government of Pakistan Press, Karachi.
Price: *Rs.* 3.50

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CENTRAL PUBLIC SERVICE COMMISSION, PAKISTAN

Annual Report for the Year 1962

SECTION I

INTRODUCTORY

MR. PRESIDENT

In pursuance of article 189 of the Constitution of the Republic of Pakistan, 1962, the Central Public Service Commission have the honour to present their Annual Report along with its Memoranda for the year 1962. This is the first Report after the promulgation of the new Constitution.

2. 1962 was not as productive of results as it was expected to be so far as the actual work of public service management is concerned because during the earlier months your Commission remained engaged in the preparation of notes and memoranda on the future shape and form of Public Service Commissions in Pakistan and their functions and responsibilities under the new Constitution. During the rest of the year the Commission remained somewhat handicapped due to the retirements of four of the Members whose replacements could not be appointed immediately. In fact one of the vacancies was still unfilled when the year ended.

PERSONNEL OF THE COMMISSION

3. The personnel of the Commission remained unchanged until April. 1962. The following Members retired during the year, on completion of their terms of office on the dates shown below :

Mr. S. F. Meerza	23-4-1962.
Mr. S. M. Hasan	24-10-1962.
Mr. M. I. Khan	25-10-1962.
Dr. S. M. Hossain	26-10-1962.

You were pleased to nominate the following Members in place of the Members who retired from service :

Mr. A.F.M. Abdul Haq, Joint Educational Adviser, Ministry of Education & Scientific Research, Government of Pakistan.	Joined on 9-7-1962
Mr. Mohd. Akram, Chief Engineer, Irrigation, Government of West Pakistan.	,, 7-11-1962
Mr. Ata Mohammad Noon, PSP, D.I.G., West Pakistan, Lahore.	,, 12-11-1962.
Dr. Mumtazuddin Ahmad, Vice Chancellor, Rajshahi University.	Not yet joined.

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4. Colonel A. S. B. Shah, Chairman, Central Public Service Commission was invited by the Chairman of the Pay and Services Commission on 28th August, 1961 for an exchange of views on matters relevant to the future organisation and administration of the Civil Service in Pakistan and of the shape and form and functions of the public service personnel management bodies for Pakistan. The views expressed by Colonel Shah are summarised in Appendix A as they might be of some interest in connection with the Report of the Pay and Services Commission.

5. One of the major measures of reforms which you, Mr. President were pleased to introduce during the term of the present Commission and which raised the influence and prestige of the Central Public Service Commission was, to establish the convention whereby Chairman of Central Public Service Commission submits a panel of names for consideration of the President for appointment as successors of the retiring Members including his own.

TERMS AND CONDITIONS OF THE MEMBERS AND THE FUNCTIONS OF THE COMMISSION.

6. The introduction of the new Constitution in 1962 (Appendix B) was the culminating point in the Central Public Service Commission's efforts to secure for the Public Service Commissions in Pakistan the measures of reforms upon which the efficiency of their functions and effectiveness of their advice will largely depend. The Commission placed their views before the following bodies :—

(a) The Constitution Commission.

(b) The Pay and Services Commission.

(c) The Cabinet Sub-Committee on Constitution.

(d) The Re-organisation Committee of the Cabinet.

7. In their replies to the questionnaire issued by the Constitution Commission, the Central Public Service Commission did not favour the introduction of administrative courts in Pakistan on the lines of those established in France under *Droit Administratif*. The Central Public Service Commission were of the view that the needs of the people and services of Pakistan, in the peculiar circumstances surrounding the country, could be better met by :—

(i) leaving the present jurisdiction of the courts of law in service and administrative matters undistured ;

(ii) extending the advisory functions of the Public Service Commissions so as to cover the entire field of public service management including appeals, inspectorial work and the authority to call for reports in and advise on cases of misuse of discretionary powers by civil servants ;

(iii) tightening up the procedure for departmental inspections.

8. The Central Public Service Commission submitted their recommendations relevant to Public Service Commissions in Pakistan in the form of draft constitutional provisions. The most important change which the Central Public Service Commission proposed was the deletion from the Costitution of the provision made in the late Constitution, which makes it unnecessary for the Government to consult the Public Service Commission over matters which the Government wish to exclude from the purview of the public service personnel management. The main reason which encouraged the Commission to make this recommendation was the liberal instructions that have been issued and new conventions that have been established during your regime, Mr. President, whereby the field of functions of the Commission has been considerably widened and the Central Public Service Commission are now being consulted over an increasingly large number of subjects over which they were not consulted before. Besides in their opinion, it was wrong in principle to set up on the one hand an expensive advising body for the Government to consult on matters relevant to the public service management and, on the other not to consult that body when it comes to deciding important matters or to curtail the field of its advice by executive action thereby empowering the Ministries and Departments to exercise parallel jurisdiction and assume the functions of Public Service Commissions whenever it suited their convenience. The Central Public Service Commission had already, after considerable thought and deliberations, recommended that the Public Service Commissions in Pakistan should be advisory bodies (not a mandatory body like the Public Service Commissions in the U.S.A. and other countries including the British Dominions) so that the Government can deviate from the advice of the Commission in cases where the advice is found to be perverse or impracticable *e.g.*, from a legal, financial or administrative point of view. When the Government are empowered by the Constitution to deviate from the advice of the Commission, the question of any further assuming of the power to withdraw cases from the purview of the Commission, becomes meaningless.

9. The Commission also recommended that the Public Service Commissions should be given the authority to call for any record and documents or obtain information from Secretaries and Officers of the Government Departments, when it is necessary to do so for the efficient discharge of their functions.

10. These recommendations were repeated for the consideration of the Sub-Committee of the Cabinet on Constitution. A summary of the communication addressed to the Sub-Committee is attached with this report as Appendix C. In January, 1962 the Commission addressed a circular letter to the Ministries of the Central Government, the Governors of the Provinces, the Establishment Division and the Ministry of Law emphasising the importance of providing in the new Constitution the necessary safeguards which are intended to ensure for the Public Service Commissions in Pakistan, a position of influence and impartiality. The Commission regarded these as essential if they were to continue to play their legitimate role effectively, as a watch-dog on behalf of the President, on the personnel management activities of the Ministries and the Departments. A copy of the circular letter is attached with this Report as Appendix D.

11. The omission from the new Constitution of certain provisions of the late Constitution which had made it necessary for the Government to consult the Commission on certain specific matters, created the impression that consultation with the Commission was no longer necessary on those matters. The Commission therefore found it necessary to advise that consultation was still necessary on those matters because they had remained under the purview of the Commission ever since it came into

being and they carried with them the sanctity of long established practice and usage. In any case it would not be proper to withdraw them from the purview of the Commission without consultation with them because the new Constitution also laid down that the Commission would be consulted before a case is excluded from their purview. You were pleased, Mr. President, to approve the stand taken by the Commission and have recently directed that in matters of appointments, promotions, etc., which are not specifically provided in the new Constitution, the Commission should continue to be consulted.

12. The Central Public Service Commission had also recommended that the provisions in the old Constitution relevant to appointment of Members of the Public Service Commission should be retained in the new Constitution as these were based on the practice followed almost universally by the public service management bodies organised on the British pattern. The authors of the First 5-year Plan had also deprecated public service management by public servants themselves, as something characterised by pre-conceived notions, departmental loyalties, inter-departmental biases and jealousies, personal influences and a traditional reluctance to keep up with the rising demands of technological development and advancement. The experiment in the new Constitution whereby serving civil servants can be appointed Members of the Central Public Service Commission and they can revert to their parent services after their term of office as public service commissioner will therefore be watched with critical interest by the sister Commissions throughout the world.

SECTION II

ADMINISTRATIVE STAFF OF THE COMMISSION

13. On retirement of Major General S. M. Afzal, Mr. M. S. H. Quraishi, C.S.P., formerly Joint Secretary, Ministry of Home Affairs and Chairman, Rawalpindi and Hazara (Hill Tracts) Improvement Trust, was selected by the Commission as Secretary. Mr. Quraishi took over his appointment on 4th April, 1962.

14. During the year under review, Messrs. Sardar Ahmad, Deputy Secretary and G. H. Kazmi, Assistant Secretary of the Commission attended an O & M Training Course while one of the Commission's Assistant Secretaries, Mr. Agha Iftikhar Hossain, was sent to France on a French Scholarship for training in Public Administration. Mr. A. A. Usmani received promotion and officiated from time to time in the vacancies of Assistant Secretary that arose as the result of the above. A set-up of the Commission's staff is given in Appendix E.

15. The new ground opened in connection with the development of Psychological tests, organization of research in matters relevant to examinations, organization of services and departments and in the work of personnel management within the Commission, has made it necessary to ask for an additional post of Assistant Secretary. The work of planning increased considerably during the year and so were the calls from Ministries for advice in matters of services, promotions, seniorities and framing of service rules. The proposal regarding creation of this post has been under the consideration of the Government now for some time and the Commission are finding themselves extremely handicapped, in the absence of this post, in the disposal of the accumulated work. The attempt to connect this proposal with the larger scheme for complete reorganisation of the Commission's Branches, is likely to cause further delay which the Commission can ill afford. It is hoped that the creation of one more post of Assistant Secretary will not be delayed any longer.

16. The supervisor of the Commission's examinations at the Lahore Centre used to perform his work on the basis of retaining fees. Apart from his other work the Supervisor handles secret question papers and is responsible for their safe custody. It was therefore considered necessary to employ him on a regular basis thereby making him amenable to Commission's disciplinary control and the official secrets Act. It took the Commission 3 years to secure the approval of Government to the creation of this post although it involved no additional financial commitment. A proposal for creating a similar appointment at Dacca, which is imperatively necessary in view of the present unsatisfactory arrangements, is also under consideration.

THE RESEARCH SECTION

17. The Research Section of the Commission started its work in September, 1962 with two Research Officers and two Statistical Assistant ants. The purpose of the Research Section is two-fold, first, to do research and collect data on service matters with a view to enabling the Commission to advise on the assimilation of the *ad hoc* posts into regular services and cadres, with proper rules regulating their terms and conditions of service ; and on the latest ideas on the many branches and facets of public service personnel management and secondly, to study the

specific problems connected with examinations and the allied matters. On the efficiency of this important Section will depend (a) the success of the Commission's scheme for modernization without detracting from their indigenous character, of the organisation of the civil services and departments, their efficiency and method of work and (b) the efficiency of recruitment processes, career planning, post-entry training as well as the preparation of the Rules relevant to recruitment, promotions, transfers, periodical review of the pay, pensions, etc.

THE PSYCHOLOGICAL SECTION

18. It is regretted that inspite of persistent efforts, the Commission have not been able to set up a Psychological Section of their own which would place the entire psychological work of the Commission on modern and scientific basis. At present this work is being carried out with the help of an Army Psychologist and a team of teachers of psychology who have to be trained by him every year in the latest methods of testing and reporting. The main difficulty is due to the fact that our Universities do not teach Applied Psychology. Therefore there is dearth of trained applied psychologists in the country. As the success of psychological tests depends entirely on how good the psychologists who carry out the tests, themselves are, no risk can be taken about the suitability of Commission's psychologists. What kind of leaders the civil services will have in future, will depend to a large extent on the efficiency of the Commission's Psychological Section.

19. Nearly two years ago with the help of General Headquarters some candidates were selected for the posts of Junior Psychologists. The Ministry of Finance have only recently accorded their sanction to the higher starting salaries demands by these candidates. It is proposed to send both the candidates for training to Inter Services Selection Board, Kohat before putting them on the preliminary organizational work of the Section. Two posts of Senior Psychologists have also been sanctioned but so far no suitable candidate has been found. The Commission have recently readvertised these posts and General Headquarters have again very kindly offered to send their experts to Karachi to assist the Commission in the selection of suitable candidates. Suitable candidates when found will be sent to Inter Services Selection Board, Kohat for training in the advanced techniques of holding psychological tests and of follow-ups.

20. The Commission advertised the post of Chief Psychologist in the United Kingdom last year. A highly qualified person was available but the post could not be offered to him in time and he accepted other commitments. The High Commission are being requested to find another qualified person with the help of the Civil Service Commission in the United Kingdom. The Commission are in need of a really first class man from abroad who could organize their Psychological Section on up-to-date lines and train the Commission's Senior and Junior Psychologists. Unfortunately so scarce is this commodity, even in advanced countries, that so far the efforts to find a suitable person have not borne fruit.

21. With the present meagre resources of borrowed psychologists the Commission can at present put through psychological tests only those candidates who pass the written portion of the competitive examinations. The number of these does not exceed 200 to 300 every year.

On the other hand the Commission recruits about 400 to 500 officers on *ad hoc* basis without being able to put them through any kind of psychological test. This is hardly a satisfactory position. When the Commission's own Psychological Section gets going, it is hoped that this gap in the Commission's recruitment processes will be filled and all candidates will but put through proper psychological, aptitude and group tests.

EDUCATIONAL CONSULTANT

22. The Commission's desire to secure the services of an officer from the Ministry of Education on deputation as Educational Consultant could not be fulfilled. The post of Educational Consultant was therefore advertised once again, in consultation with the Educational Adviser to the Government of Pakistan. The examination work of the Commission involves many intricate and complicated problems of an educational and academic nature. The Commission are therefore in urgent need of a whole-time eminent educationist with vast back-ground and experience of educational matters, to deal with matters relevant to the syllabuses and question papers at expert level, advise the Commission on matters of research, planning and policy, and form a link between the Commission and Universities and the Central Government. The interviews were finalised in the 3rd week of December. It is hoped that this gap in the Commission's organisational set up will also be filled early in 1963.

RE-ORGANISATION OF THE COMMISSION

23. The case relevant to the proposed re-organization of the Commission's office was under consideration of the E. and O. & M. Wing of the Establishment Division at the close of the year under report. From their experience the Commission have found that they cannot play their role effectively as a public service management body, so long as they work strictly on Secretariat lines. Advice and direction on different facets of personnel management need speedy action and quick decisions at different levels. This can be best achieved by re-organizing the different Branches of the Commission into Directorates and Sub-Directorates with the necessary complements of executive staff and co-ordinating the work of Directorates and dove-tailing it with the work of individual Members|Committees with that done by Commission as a whole. In this way alone will the Commission, its officers and staff be able to function as an organised whole and dispose of the work of the Commission at different levels instead of the Members of the Commission functioning separately in one separate water-tight compartment as at present and the so called "office of the Commission" in another. Re-organisation of the Commission's set-up on a system of Directorates would also do away with the present system of elaborate examination and noting on the cases at different levels which hinders the taking of decisions at junior levels (c.f. Section Officers' Scheme in the Secretariat). A chart of the proposed re-organisation as it has emerged after prolonged discussions with the O. & M. is given in appendix F. The case will now be submitted to Ministry of Finance for approval and sanction.

ACCOMMODATION

24. The Commission's work continues to be hampered considerably by the absence of adequate residential accommodation for the Members and staff, at the different centres outside Karachi. Even at Karachi the Members have to wait their turn a long time before they are allotted

Government residences. The Commission have been trying to secure earmarking of Government residences at Karachi for Members of the Commission on a permanent basis. As at Lahore and Dacca, Members of the Central Public Service Commission face considerable inconvenience in finding residential accommodation when they want to hold interviews. This makes adherence to the programme of recruitment extremely difficult. During the year under review a suitable building has been found at 507-A, Dhanmandi, Residential Area, Dacca, through the good offices of the Pakistan Public Works Department, for use as the Dacca Branch of the Commission. They are being asked to furnish two rooms in this building for use as residential accommodation for the Members during their stay at Dacca as has been done at 109, College Road, Lahore.

25. Lahore is the largest centre of the Commission's activities. Because of its geographical situation, its importance as the capital of West Pakistan and as a great centre of culture and education, a very large number of candidates appear for the Commission's examinations and interviews. These considerations are not likely to be affected by the shifting of the Commission's headquarters to Islamabad. The Commission therefore propose to acquire the premises in which their Lahore Branch is located permanently. With its extensive compound it can provide for all the future needs of the Commission for office and residential accommodation including their own Examination Hall. The Commission are looking for a suitable site in the new capital area in Dacca where a permanent building can be constructed for use as the Branch of the Commission in East Pakistan.

RECEIPTS AND EXPENDITURE

26.

(A) *Receipts*	Rs. 78,530	Rs. 78,530
(B) *Expenditure*		
Pay of Officers	Rs. 2,73,171	
Pay of Establishment	Rs. 3,25,630	
Allowances & Honoraria	Rs. 1,54,923	
Other Charges	Rs. 2,16,220	
Charges in England	Rs. 2,748	
Total :		Rs. 9,72,692

SECTION III

RECRUITMENT THROUGH COMPETITIVE EXAMINATIONS

A. *The Central Superior Services Examination*

General :

27. The comments of the Inter-departmental Committee which considered the draft of the Commission's proposed syllabuses for the C.S.S. Examination, unfortunately, proved of no avail to the Commission nor were the Commission enlightened by any detailed reasons which had guided the Committee's comments on the Commission's proposed syllabuses. The Commission, therefore, approached the Establishment Secretary and the Educational Adviser and suggested that they might use their good offices in securing the advice of the most expert and authoritative body in the country, the Inter-University Board, on the Commission's draft syllabuses. The present syllabuses follow the lines of the old ICS Examinations and have become somewhat out of date. After Independence new subjects have had to be introduced. The emphasis has also now shifted on to the subjects which are considered to be of greater importance than before. What the Commission have done in the revised syllabuses is (a) to make them a little more detailed than before so that they can prove of greater help to the Examiners and the candidates studying for their examinations and (b) to raise the standard of those subjects which were not equal to the B.A. Honours standard of the Pakistan Universities up to that standard, and (c) to introduce a new optional subject—Islamic Studies with special reference to the ethical values of universal acceptance as given in the Holy Quran.

28. The old system of holding a combined examination for all Central Superior Services was revived in 1961. Since 1957 the Commission had been holding 4 of these examinations, one for C.S.P. and P.F.S., one for P.S.P. and a third one for the Finance and other Services. A fourth examination was held for the Central Engineering Services.

29. In the trifurcated administrative examinations, the same candidates could appear in all the examinations. It therefore merely meant duplication of labour and expense as the syllabus for all three was practically the same. The Commission therefore decided to hold one combined examination for all administrative services. Incidentally, all these administrative services have a common standard of education. They all look for a background of general education in their recruits.

30. The Commission also decided to abolish the Engineering Services Examination because its syllabus was more or less the same as that of the degree in B.Sc. Engineering which the candidates are expected to have passed before applying for the Commission's examination. Besides, the Commission felt that Engineers were much too valuable a commodity in these days of planning and development, to be rejected because they failed to make the grade in the Commission's written examination. An elaborate *Viva Voce* test was therefore prepared in which apart from a candidate's suitability for the service, his professiona knowledge and experience can be tested with the help of senior technical Departmental Representatives, representing different branches of engineering. The first selection on the basis of interviews only was

made in 1961. Experience in these interviews has shown that, provided the Departmental Representatives are carefully selected, take interest in the subjects that come up in the interviews and they come prepared with such questions as would really and correctly assess the candidates' professional knowledge and experience, the formality of a written examination in the case of Engineering services can be dispensed with considerable advantage to all concerned.

31. The Commission have noted that the number of applicants for the C.S.S. Examination is on the increase. The year under review witnessed the highest number of applicants totalling 1,135. It is also interesting to note that the number of lady candidates was double of what it was in the preceding year. This might indicate the increasing interest which lady graduates are showing in the higher services of their country.*

32. As regards the choice of optional subjects in the C.S.S. examinations, Social Sciences take the lead. In the Examination held in 1961 (the results of which came out in the year under report), the Social Science subjects were 80.4 per cent of the total number of the subjects offered as against 11.8 in Languages, 4.1 in General Sciences and 3.7 in Pure Sciences. Within the category of Social Sciences, Indo-Pak. History seems individually the most popular subject. The percentage of candidates offering this subject stood at 14.7 as against 0.5, 0.8 and 0.9 in Public Administration, Philosophy and Psychology respectively. The Pure Science subjects with least attraction appear to be Zoology and Geology both showing 0.2 per cent of the total subjects offered. Further details will be found in appendices *G*, *H*, *I* and *J*.

33. Similar distribution of subject preference was visible proportionally in respect of the candidates who finally qualified in the same examination. The highest preference was for Social Sciences which show a percentage of 85.3 as against 9.3 in Languages, 3.5 in General Sciences and 1.9 in the Pure Sciences.

34. This wide-spread preference for the Social Sciences indicates that the majority of candidates appearing in the C.S.S. Examination are Arts graduates. Figures relating to the 1961 Examination put the number of these at 80.42 per cent as compared with 12.84 and 6.74 of the qualified candidates with Commerce and Science degrees respectively. As regards the rate of success in the examination, the Commission have noted that there was no significant difference between candidates with Arts, Science and Commerce degrees. Out of a total 620 Arts graduates appearing at the 1961 examination, 15.97 per cent finally qualified. The percentage of qualified candidates in respect of the total number of 99 Science graduates stood at 13.13 as against 11.54 of Commerce graduates out of their total number of 52.

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* As a rule women candidates are eligible only for the following cadres of Central Superior Services :—

(a) Pakistan Audit and Accounts Service.
(b) Pakistan Railway Accounts Service.
(c) Pakistan Military Accounts Service.
(d) Pakistan Taxation Service.
(e) Pakistan Postal Service (Class I and II).

35. From the remarks of the examiners and their own observation the Commission find that the knowledge of the academic subjects offered by the candidates is generally speaking not deep and they find it difficult to apply their knowledge to the practical problems of life. This might be remedied if the knowledge of academic subjects was not confined to text books alone and if the history of development of the academic subjects also formed part of the studies in those subjects. This would create the habit of thinking and pondering over how leaders of different schools of thought in a particular subject who have contributed towards the development of their subjects, sought to find solutions of the different problems that faced them. Also it seems, teacher are not inculcating in students the habit of looking for information and knowledge in books other than the text books. At the interviews, the candidates could not continue conversation for any length of time on the subjects of their academic studies. It shows that they have had no practice in discussing their subjects in seminars and debates. They could not marshal their ideas logically which indicates lack of practice in writing essays on the subjects of their studies.

36. From their own observations and the experience gained at the Interview Boards as well as from study of psychological reports, the Commission have noticed that morally and from the point of view of character the present generation of educated young men is on the downward slide. In all humility, the Central Public Service Commission are endeavouring to induct into the civil services of Pakistan, young men of character and ability who would be able to give to the country the leadership it will need, twenty-five years hence, in the different spheres in which the future civil servants will be working. It is therefore very discouraging to find that our educational institutions are not paying due attention to the building up of character of their students.

37. Pakistan will continue to demand a much higher standard of efficiency and leadership from its civil servants than is the case with the more advanced countries. Apart from giving the country an efficient administration our civil servants will be expected not only to combat poverty, disease and squalor, but also to give a lead in the development of the country in the economic and social fields.

38. Also, Pakistan is situated in the greatest pressure area of Asia. It is surrounded by powerful neighbours, some of them unfortunately not very friendly with Pakistan and, the relations of some are not very friendly with western powers. The Civil Servants will therefore face crises after crises both of an internal and external nature in the discharge of their duties during the next 25 years. They should therefore be so selected and trained that they can keep their balance in times of emergency and set an example of integrity, courage and service to the poor and needy. It is for this reason that the Central Public Service Commission lay the greatest emphasis on the qualities of character in selecting their recruits for the superior services.

39. The Western countries have succeeded over the centuries in translating into the character of their nations the Christian virtues which, from the outset, have formed the basis of their national education. Generation after generation of students have imbibed these values in their schools and colleges and inculcated them in their children afterwards at home. By this long and repeated process these values of

human character have, over the centuries, become ingrained in the blood of the educated people. Therefore they can throw up leaders who are ready to accept responsibility in an emergency and who can by personal example, lead their people safely through crises. The result of the teaching of these Christian virtues are now being taken as something inherent in the character of the nation. Young men and young girls in Western countries are still encouraged to go to Church and thus they acquire a deep and abiding interest in religion. Pakistan has to catch up with the West in the matter of character-building in as short a time as possible. Fortunately, in our educational institutions it is also now increasingly being realised that character-building is an inescapable part of the curriculum and extra-mural activities: games, debates, tutorial groups, lectures, and tours, etc., are receiving greater emphasis than before. There is however still a reluctance to give religion the place it deserved in the character-building programme of the students.

40. Islam as a religion of peace, humanity and good neighbourliness, finds practically no place in our educational system. Man's selfless devotion to his duty both to God and man, is enjoined nowhere with such regularity and sincerity as in Islam and yet the teachings of the Holy Quran and practice of religion has not yet formed an integral part of the syllabuses of our Schools, Colleges, Universities as well as the programmes of Civil Service Training Institutions.

41. Unfortunately there is a growing tendency and there are signs of a preconceived notion among the students, that religion is something backward which only creates conformists and breeds communalists. It should therefore be kept separate from our educational and training programmes. History of Islam during its first two hundred years and the influence of the Holy Book in enlivening a backward people to rise to the height of civilization and achievement, completely belie this notion. The Commission would like to make it clear that inclusion of Islamic Studies in their curriculum does not mean that non-Muslim students should not be provided with facilities to study their own religion and glean the many gems of precept and conduct contained therein.

42. Necessary information on the Central Superior Services Examinations pertaining to the year under review, is given below.

FINANCE AND OTHER SERVICES EXAMINATION

43. The Commission felt unable to accept the Establishment Division's proposal that the allocation of quotas for West Pakistan in respect of Pakistan Postal Superintendents Service Class II should not follow the normal regional distribution but that vacancies in that Service should be filled on a provincial basis, on pure merit. The Commission have advised that recruitment to the Pakistan Postal Superintendents Service Class II, should follow the normal pattern laid down for recruitment to all Central Services and posts.

CIVIL AND FOREIGN SERVICES EXAMINATION

44. The Commission have been advising the Government from time to time about the need for a reappraisal of their policy in regard to :—

(a) Allocation of quotas for backward areas.

(b) The age concessions given to candidates belonging to certain communities and areas.

Under the present Recruitment Policy a candidate from an advanced area can claim the domicile of a backward area on grounds of 3 years' stay in that area and compete with the real inhabitants of the backward area for the vacancies reserved for that area. In the case of Baluchistan, for example, until a year ago, one vacancy used to be reserved every year for that former Province. During the 14 years of this reservation, only one vacancy was gained by an original inhabitant. The remaining all were captured by candidates from outside who were able to secure certificates of domicile in that Province. This is not to say that the Commission are oblivious to the uncertainty of the conditions under which the candidates who have migrated from India are still living in Pakistan. They have also the fullest sympathies with the Muslim educated young men from India who are being denied their rights and opportunities in Indian Services and for whom the only chance for making a career in a Superior Civil Service, lies in migrating to Pakistan. All that the Commission advise is that a rationalised recruitment policy should be framed which fully safeguards the position of the people of backward areas and, at the same time is fair and just to the migrant candidates. In their latest communication on the subject the Commission have recommended that a separate quota may be fixed for the migrants for the next 5 years. Pakistan contains many remote areas, *e.g.*, Gilgit, Baltistan, Frontier and Baluch States, Tribal Areas of Chittagong, N.W. Frontier and Khairpur and Bahawalpur which are situated at a distance from the main centres of education and culture such as Dacca, Lahore, Peshawar and Karachi. Candidates from these areas cannot be expected to compete, for their legitimate share in the Central Services, on equal terms, with candidates from the educationally more advanced areas, because of lack of facilities of education and cultural and social amenities in the backward areas. In their case the Central Public Service Commission have also recommended a system of scholarships for talented boys which would enable them to be educated at Lahore, Dacca, Karachi and Peshawar as the case may be.

45. As regards (b) in para. 44 above, the position is even more paradoxical. In the case of the residents of the Tribal areas of North West Frontier the Recruitment Policy lays down that those of them who have left their ancestral homes and have settled down in more advanced areas, where facilities of education, etc., are available, are not entitled to any age concession. Such a restriction has not been placed on the inhabitants of other backward areas with the result that those of them who have settled down in advanced areas can also claim the age concession under the Rules and thereby derive a greater advantage than their compatriots of the same advanced area who do not enjoy such concessions. Under the Rules, as they stand at present, a member of the Scheduled Castes who has lived in Dacca for centuries, can go on competing for the C.S.S. Examinations till the age of 28 while the son of a non-Schedule Caste member residing in a rural area 30 miles outside Dacca, where roads and Schools and Colleges are not accessible to him, must stop competing for the C.S.S. Examination if he has reached the age of 25.

46. Repeated advice by the Commission that the Government of Pakistan may rationalise their Recruitment Policy in such matters as citizenship, domicile and age concession, has not so far received more than a passing attention.

CENTRAL SUPERIOR SERVICES EXAMINATION

47. The result of the written examination of 1961 was announced on 10th March, 1962. This was followed by psychological and *Viva Voce* Tests of the qualified candidates conducted at different centres (including London) on different dates. The final result was communicated to Goverment on 11th August 1962.

48. As in the preceding years, the Commission had to utilise the services of an Army Psychologist for organising and conducting Psychological Tests.

49. Out of 254 candidates who appeared for the *Viva Voce,* only 118 qualified finally for appointment to 80 Class I posts and 7 Class II posts. The 80 vacancies comprised 79 vacancies for the year 1961 and one C.S.P. vacancy pertaining to the Baluchistan quota which was not filled, on the result of the 1960 Examination.

50. Out of 79 regular vacancies in Class I, 16 were allocated on the basis of merit. The remaining 63 vacancies when divided equally between East and West Pakistan, gave each a share of 31.5. Rather than advising that 32 candidates be allocated to one Province and 31 to the other, the Commission recommended that one more vacancy be created in the C.S.P., which is the largest service, and can therefore absorb an additional vacancy without affecting its recruitment capacity, so that the two Provinces should get 32 vacancies each. The necessity for this recommendation had arisen for another reason, too. Karachi could not, in the past, receive its legitimate share of vacancies in different services because in the separate examinations that were held for different services, its 2 per cent quota invariably came to less than 1 vacancy. Consequently its fractional share always went to the bigger units. The burden of sacrifice had thus weighed heavily against this small unit. The Commission considered that there was justification for compensating Karachi by giving it, this year, a little more than its exact share in the total number of vacancies which came to 1.58. The Commission, therefore, advised that the share of Karachi should be rounded off to 2 vacancies and the remaining fraction *i.e.,* .5 of the extra vacancy, should go to East Pakistan thus rounding off the total number of the vacancies for that Province to 32.

51. After the result of the C.S.S. Examination was communicated to Government, the Commission were asked to recommend 25 names for filling as many vacancies in the Section Officers Service on the results of the 1961 Examination. As it happened, as the result of the application of the Recruitment Policy and the fact that some of the candidates had restricted their preferences to only one or two services, 37 qualified candidates could not be allocated to any of the Central Superior Services. The Commission recommended that these 37 candidates be asked whether they would like to be considered for Section Officers Service and those expressing their willingness

should be appointed in accordance with the Recruitment Policy. If any vacancies are left over these should be carried forward and filled on the result of next year's C.S.S. Examination. The Commission further advised that in future recruitment to vacancies in the Section Officers Service should henceforth be made on the result of the combined C.S.S. Examination and that a separate examination for that Service was not necessary.

52. The Commission were not in receipt of information about all the appointments made by Government on results of the C.S.S. Examination, 1961 in different Services till the close of the year.

CENTRAL SUPERIOR SERVICES EXAMINATION

53. The Examination for 1962 was announced on 23rd June, 1962. In August 1962, Government decided that vacancies in the Foreign Service of Pakistan this year and in future would be filled by selection from amongst suitable young officers with three years of service in C.S.P. and from amongst other services. The written examination started on 15th October and concluded on 17th November, 1962.

54. Details on the C.S.S. Examinations of 1961 and 1962 are given in Appendix K.

B. *OTHER EXAMINATIONS*

SERVING SECTION OFFICERS EXAMINATIONS

55. A second examination was held for serving Section Officers in November, 1961, and its result was communicated to the Government in June, 1962. The qualifying marks for this Examination, as for the first examination, were fixed at 40% in individual subjects and 45% in the aggregate. Out of 267 candidates appearing in the Examination only 136 passed.

SURVEY OF PAKISTAN (CLASS II) SERVICE EXAMINATION

56. The result of the written portion of the Examination (held in December, 1961|January, 1962) was announced in April, 1962. This was followed by *Viva Voce* and aptitude tests. The number of vacancies as communicated by the Government for this Service was 9. The Commission recommended 8 candidates. As regards the 9th vacancy which was reserved for East Pakistan and for which no qualified East Pakistan candidate was available, the Commission advised that it should be kept reserved for that Province, to be filled on the basis of the next Survey Examination. Information regarding the appointment of candidates recommended by the Commission was not received by the end of the year.

C. *MINISTERIAL SERVICES EXAMINATIONS*

57. The Commission could not hold the Ministerial Services Examination this year also, because the Establishment Division had informed them that consequent upon the introduction of Section Officers Scheme, there would be no recruitment for the posts of Assistants|U.D.Cs. for sometime to come.

58. The last examination for recruitment to the Ministerial Services was held in April, 1959. Its result was, however, withheld, under instructions from the Establishment Division. Since then the Commission had been pressing for permission of the Government to announce the results. The permission has at last been received and the result is being communicated to the Government.

59. The only Ministerial Services Competitive Examinations held during the year were the :—

(i) Ministerial Services (Stenographers) Examination ; and

(ii) the Ministerial Services (Stenotypists) Examination.

THE MINISTERIAL SERVICES (STENOGRAPHERS) EXAMINATION

The last competitive examination for Stenographers was held in 1952. No requisitions were received from the Government during the last ten years for holding this Examination. The Ministries and Departments kept on appointing as Stenographers unqualified persons in these posts all through this period. In 1960, the Commission pressed that a consolidated list of all the temporary Stenographers employed in the Central Secretariat and its Attached Offices be sent to them and insisted that their appointment should be regularised. At last, early in 1962, the Establishment Division communicated the consent of the Government for the holding of an examination for Stenographers which was accordingly held in September, 1962. The number of Stenographers who took this examination was 652.

61. The Commission also held an examination for the recruitment of Stenotypists early in 1961 at 5 Regional Centres within Pakistan and in 9 Pakistan Missions abroad. Only 8% of the candidates qualified. A similar examination was held in April, 1962 and 18% qualified.

62. Details relevant to the Stenographers and Stenotypists Examinations may be seen in Appendix L.

GENERAL OBSERVATIONS REGARDING MINISTERIAL SERVICES EXAMINATIONS

63. In 1956 the Establishment Division had informed the Commission that it was the policy of the Government to step-up Ministerial Services Examinations and had asked the Commission to hold this examination every year so that representation of deficient Provinces|Areas is increased in all Ministries|Divisions, etc. Subsequently the Government imposed a ban on fresh recruitment to the Ministerial Services. No examination could, therefore, be held during all these years.

64. The Commission have advised that the Ministerial Services Examinations for the recruitment of Assistants, Clerks, Stenographers and Stenotypists should be held regularly every year as it is necessary to provide opportunities for the purely temporary personnel, whose numbers were getting larger and larger every year, to qualify and become eligible for permanent retention in Government service. This, the Commission consider, is the only way of ensuring efficiency and building-up morale of the Ministerial Services. It would also help in solving the problem of provincial representation in the Ministerial cadres of the Central Secretariat. It was for these reasons that the Commission kept on pressing that the number of vacancies should be conveyed to them to enable them to hold the Ministerial Services Examinations regularly.

SECTION IV

RECOGNITION OF FOREIGN DEGREES

65. Ever since the Commission came into being they have not been able to solve the problem connected with the recognition of foreign degrees. There was no central expert body to determine the equivalence of degrees awarded by Foreign Universities, with those of Pakistan Universities. The Commission had to take *ad hoc* decisions whenever candidates with degrees from unrecognised Foreign Universities appeared before them. The Commission's many requests to the Ministry of Education for assistance and guidance in this matter have at last borne fruit, during the year under report.

66. The Inter University Board have set up a standing Equivalence Committee and have invited the Commission to nominate one of their members to sit on that Committee. This Committee will henceforth advise the Commission on the equivalence of any foreign degree and diploma referred to it.

67. During the year under review, the following Degrees|Diplomas, mostly related to the field of Engineering, were recognised :—

West Pakistan University of Engineering & Technology, Lahore	B. Sc. Engineering
East Pakistan University of Engineering & Technology, Dacca	—do—

68. The following were declared as equivalent to corresponding Degrees|Diplomas shown against each :—

SEATO Graduate School of Engineering, Bangkok, Thailand	Master's Degree in Engineering
American University of Beirut ..	All Degrees and Diplomas.

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SECTION V

POST-RECRUITMENT EXAMINATIONS FOR CANDIDATES ON PROBATION IN SENIOR SERVICES

Civil Service of Pakistan Probationers (Final Passing Out) Examination and Re-examination, 1961.

69. The result of the above examination was communicated to the Government on 23rd February, 1962.

(a) Of the 25 Probationers of 1960 batch, only 16 came up to the required standard. The Commission had to allow grace marks up to 5% of the maximum marks in the individual subject in the case of those probationers who had obtained qualifying marks (45%) in the aggregate. As a result of this, 3 more probationers of the 1960 batch qualified at the Examination. The remaining 6 failed. The qualifying marks for the examination were 40% in the individual subjects and 45% in the aggregate.

(b) Of the 7 Probationers of the previous batches (1958-1959), who were also examined along with the Probationers of the 1960 batch, one, belonging to the 1959 batch, failed.

FINAL PASSING OUT EXAMINATION AND RE-EXAMINATIONS

70. During the year under review, the Commission conducted 4 separate Final Passing Out Examinations for 72 Probationers of the various Central Superior Services. Of these, 59 were fresh probationers, while the remaining 13 were having their second or third|or even fourth chances. The Commission are now considering of amending the Rules so that some stringent measures can be taken against the C.S.P. Probationers who do not take their Final Passing Out and Departmental Examinations seriously and against those who prove incapable of passing their examinations in three attempts.

71. The most disappointing result was that of the Finance Services Probationers (Final Passing Out) Examination and re-Examination in which only 9 candidates out of 24 succeeded. Casualties in the oral part of the examination were the highest and none of the candidates could even be considered for the award of grace marks.

72. This was due, partly, to the fact that the probationers, instead of being trained for full one year as is prescribed under the rules, are allowed to leave the Academy after a much shorter period, and, partly because a number of probationers who are appointed in Finance and Other Services want to leave the Finance and other Services and enter the Civil Service of Pakistan. Under the present Rules such probationers are allowed to sit for the next C.S.P. Examination. So, instead of working for their own professional subjects the probationers at the Finance Services Academy devote their time to the study of the subjects they offer for the next Central Superior Services Examination. Thus they misuse their training period at the Finance Services Academy which offers ideal conditions and opportunity for study and all the time probationers receive pay and enjoy the amenities provided by the Government for them as F.O.S. probationers.

73. Details relating to the number of candidates in each examination at various centres and the subjects of failure are shown in Appendices M. & **N.**

SECTION VI

POST-RECRUITMENT TESTS FOR CANDIDATES SERVING IN JUNIOR SERVICES

PROFICIENCY TESTS

74. During 1962, the Commission conducted 21 Proficiency tests for Stenotypists, Stenographers and Typists. Naturally the highest numbers of candidates appeared at the Karachi and Rawalpindi centres as the location of most of the Central Government Offices is at these cities.

TYPEWRITING TESTS

75. 17 tests were held during the year under report at different centres at home and abroad for Assistants, U.D.Cs. and L.D.Cs. for the purpose of increments and confirmations. Karachi and Rawalpindi centres handled the largest numbers of candidates.

76. Details relating to paras 74 and 75 are shown in Appendices O. and P.

SECTION VII

AD HOC RECRUITMENT

BY INTERVIEWS

77. During the period under review 230 fresh requisitions were received for 541 posts. The number of these was slightly less than those received in 1961. There were also a large number of pending cases from 1961. The Commission, therefore, disposed of a larger number of recruitment cases during 1962, as compared with the previous year. In all 2,335 candidates were interviewed and 512 candidates were recommended for appointment to the various services and posts. Details are given in Appendix Q which contains information in respect of the cases initiated in 1962.

MEASURES TO EXPEDITE RECRUITMENT

78. Normally, three to four months are allowed for each recruitment if circumstances are favourable and the programme of recruitment processes can be completed without any hitch. Delay in recruitment sometimes becomes inescapable because interviews have to be held at least in three places, Karachi, Lahore and Dacca and the processes of recruitment have to be triplicated. The Commission cannot summon all candidates to Karachi because of the expenses involved. The uncertainty of securing residential accommodation for Members at Lahore and Dacca presents another difficulty. Delays in the receipt from the Ministries of Character Rolls of serving Government servants who are applicants for the posts advertised is the chief cause of delay in the finalisation of recruitment cases. A lot of time is at present being wasted on scrutinizing the qualifications, etc., given in the requisition forms. The Commission are faced with the difficulty of advising that the qualifications of each post should be correctly determined so as to prevent the unfortunate tendency to tailor-make the qualifications to fit their departmental appointees.

79. In 1962, the Commission published 29 consolidated advertisements for recruitment to 454 posts in the various newspapers, etc., and other media of publicity as per details given below:—

(i) 5 Newspapers (*Dawn*, Karachi; *Morning News*, Karachi; *Pakistan Times*, Lahore; *Morning News* and *Azad*, Dacca).

(ii) 3 Central and Provincial Gazettes.

(iii) 9 Radio Stations.

(iv) 18 Employment Exchanges.

(v) 158 Colleges.

(vi) Some Provincial Government Departments.

(vii) 6 Universities.

(viii) 9 show cases at various places erected by the Commission.

The object of this wide-spread publicity is that prospective candidates in the remote areas should know well in time the details of the posts advertised.

80. Through the good offices of Radio Pakistan arrangements have been made for announcement of the Commission's advertisements by all stations in their Sunday programmes.

81. There has been a continuous demand in both the wings for increasing the number of the recruitment centres. It has been decided that, in addition to the existing centres, Quetta in West Pakistan and Rajshahi and Sylhet in East Pakistan, should also be venues of Commission's interviews.

82. In the case of two recruitments, namely (i) for the post of Radio Engineers in Radio Pakistan, and (ii) for the post of English Reporters for the National Assembly, the Commission decided to put the candidates through written tests before calling them for interviews (*See* Appendix R).

83. The new Research Branch of the Commission will henceforth undertake the work of standardization of qualifications for posts of similar responsibility and do research on the essential qualifications of posts of a similar nature, so that recruitment for such posts can be made in anticipation of the vacancies. The Ministries and Departments are being asked to anticipate their needs of recruitment well ahead of the time and inform the Commission when vacancies are expected to arise, so that recruitment can be completed by the time the vacancies arise. A Reserve List of the candidates most needed is also being maintained in the Commission. It is hoped that with these measures the time of recruitment will be shortened considerably. The Research Branch is also engaged in categorising the Government servants recruited on *ad hoc* basis and assimilating their terms and conditions of service with those of the members of the regular services and cadres, so that their posts can eventually be merged with the existing services and cadres or into new services and cadres that may be constituted in future. At present there are thousands of posts which have been filled on *ad hoc* basis and for which complete service Rules have not so far been framed by the Ministries and Departments. The Commission's aim is to reduce the *ad hoc* recruitment to a minimum; and, barring recruitment for posts of specialists, technical experts and other out of the line posts for which *ad hoc* arrangements will always be necessary, to make recruitment by competitive tests, competitive examinations and Psychological tests for all services and posts.

84. Too many requisitions are cancelled by the Ministries after the posts are advertised and even after the receipt of applications by the Commission. In most cases this was due to what appears to be unending chains of reorganisations that are taking place. The merger of the former centrally-administered area of Karachi with the Province of West Pakistan also caused cancellations of some requisitions. Needless to say, withdrawals of requisitions place the Commission in an awkward position *vis-a-vis* the applicants and cause unnecessary labour and expenditure.

85. Details of cases in which recruitments had to be cancelled at the request of the requisitioning Departments are given in Appendix S.

86. In 9 cases the Commission felt it necessary to recommend higher initial pay because of the candidates' special qualifications and experience.

87. In the case of 24 requisitions which related to posts which were to be filled for short durations, the Commission advised the authorities concerned to fill the posts temporarily up to 6 months, as allowed under the Rules, and to inform the Commission again if the posts are likely to continue beyond that period.

88. In most cases where recruits were needed immediately, the Commission advised the Ministries to make temporary arrangements, for a period of 6 months or until the nominees of the Commission become available, so that the work of the Ministries and Departments should not suffer.

89. In 6 cases the Commission did not find it necessary to advertise the posts. They were able to recommend candidates from the Reserve List maintained for the purpose.

90. The Commission's efforts to persuade the Ministries and Departments to send senior and experienced officers as Departmental Representatives to assist at the interviews have not proved very successful. Junior and inexperienced representatives who are still being nominated are not in a position to advise the Members of Interview Boards about the real needs of the requisitioning Ministries and Departments, nor can they ask the candidates the type of questions which would help in the correct assessment of their qualifications. In all their interviews the Commission were assisted by Departmental Representatives. For some highly technical posts, *e.g.*, those pertaining to the Planning Commission, the Commission invited independent experts from outside to assist in the assessment of the candidates' qualities and suitability.

IMPORTANT CASES DISCUSSED

91. Ever since they came into being the Planning Commission were making their own recruitment, regarding it to be outside the purview of the Central Public Service Commission. After a long and protracted correspondence between the Central Public Service Commission and the Planning Commission, on the one side, and the Central Public Service Commission and the Government of Pakistan on the other, the Chairman of the Planning Commission met the Chairman, Central Public Service Commission, and an agreement was reached between them in regard to regularization of the existing irregular appointments and on the future recruitments through the Public Service Commission. The Central Public Service Commission were careful not to cause any dislocation in the working of this important organisation by insisting on wholesale fresh recruitment by open advertisement. At the same time they wanted to be satisfied about suitability of the personnel for the posts they were holding and ensure impartiality and competitive nature of future recruitment. It was, therefore, agreed that the irregular appointments would be regularised on the basis of the qualifications prescribed by the Planning Commission for each post. The Commission would assess the suitability of each person and advise on his retention or otherwise. Those found suitable would be retained ; and, in the case of others, the posts would be advertised and filled through the Central Public Service Commission. 20 requisitions were accordingly received from the Planning Commission for 27 posts of the status of Joint Chiefs, Chiefs, Deputy Chiefs, Assistant Chiefs, Research Officers and Investigators. The question of referring to the Central Public Service Commission recruitment for higher posts has still to be settled.

92. During the year under review the Commission were able to recommend 2 candidates for appointment as Chiefs for Economic Section against three posts ; 3 candidates against eight posts of Deputy Chiefs in various Sections ; 6 candidates against 6 posts of Assistant Chiefs in various Sections ; 2 candidates against 3 posts of Research Officers and 2 candidates against 4 posts of Economic Investigators. The interviews for the posts of Education Chief and Deputy Chief for the Housing and Settlement Section, are still to be held. The Commission have had to advise re-advertisement in the case of the post of Joint Chief, Economic Section; 5 posts of Deputy Chiefs ; 1 post of Research Officer and 2 posts of Economic Investigators. Needless to say the Central Public Service Commission attach great importance to the selection of really suitable persons for the important work handled by the Planning Commission. It was for this reason they considered it necessary to associate independent experts with some of their important interviews.

93. The post of Lecturer in Urdu in a foreign University was first advertised by the Commission towards the end of 1953. A suitable candidate was recommended for appointment on contract basis for a period of 3 years. The appointment was subsequently extended by the Ministry of Education from time to time presumably because of the incumbent's good work. In September 1961 the Ministry suddenly decided to terminate the contract of Commission's nominee and asked for the post to be advertised again. They argued that as the original contract of the Commission's nominee was only for 3 years, the Ministry on the recommendation of the Embassy, had decided to exercise their option and effect a change in the incumbency. The Commission felt it necessary, on the one hand, to make sure that the Government servants employed in foreign countries received the protection they needed and, on the other, that really qualified and suitable persons who would add to the good name of the country, are entrusted with these assignments. Because the holders of such assignments have to work in foreign countries they are expected to give satisfaction to foreign authorities. They should be selected with care. Eventually after making the necessary enquiries the Commission interviewed a few candidates who applied in answer to their advertisement including one who had been sponsored by the Ministry of Education and advised that the person to be sent to a foreign University should satisfy not only the academic and personal qualifications but he should also fulfil the necessary cultural and social needs of the post. Such a candidate was not available at the salary offered. They further advised the Ministry to frame proper recruitment rules in consultation with the Commission for appointment of Pakistani officers of the Education Ministry, in foreign Universities and for service under foreign Governments so that the Ministry could then make the actual appointment themselves without further reference to the Commission. The Educational Adviser was good enough to assure the Commission that the fullest consideration would be given to the Commission's advice in this case. By the end of the year, however, nothing further was heard from the Ministry on the subject. The Commission had also advised the Ministry to raise the pay and allowances offered for posts of this nature sufficiently so as to attract really suitable and versatile persons with necessary *savoire faire*, persons who could be relied upon to give satisfaction not only by their ability and efficiency but also by making themselves socially and intellectually attractive to the Professors and students community in

foreign lands and can command the esteem and affection of those among whom they would be serving.

DELAY IN RECRUITMENT

94. Delay in the recruitment processes of the Commission continues to be put forward as a convenient excuse by those who wished to recruit their own men. As explained earlier, it would reduce the time needed for recruitment by half if the Commission could call all candidates to Karachi and pay their journey expenses for doing so. It is only because the expenses involved in this procedure are prohibitive, that the Commission hold their interviews at convenient places in both the Wings. Some remedial measures taken by the Commission have already been discussed in an earlier paragraph. In the case of technical Departments, whose work makes it necessary to keep up with the rising needs of technological changes, and who plan for programmed developments requiring expert and experienced persons, of which incidentally very few are available in the country compared with its needs, the Commission often dispense with the formalities of advertisement and allow the Departments concerned to approach the likely persons direct provided they are taken into confidence and they are satisfied of the necessity of doing so. Otherwise, normally, the Commission insist on recruitment by advertisement as this is the way of inducting into the service of Pakistan the best available talent in the country.

95. As mentioned already, the Commission have found that certain categories of posts, requiring the same or similar qualifications, are being advertised again and again for different departments. This only means that while the field of recruitment remains almost the same, the number of applications received from the same persons multiply and the Commission have to interview the same candidates again and again for similar posts. On the basis of a preliminary survey it was found that requisitions for the following categories of post are received repeatedly :—

1. Economists|Statisticians.
2. Sociologists|Social Welfare Experts.
3. Journalists.
4. Educational posts.
5. Medical posts.
6. Agricultural posts.
7. Entomologists.
8. Engineers.

96. The Commission now propose, as an experimental measure, to start advertising these posts once a year, and after interviewing the candidates select those found suitable and enter their names in a register of approved candidates then nominate them for appointments as and when requisitions are received. For this purpose it has become necessary to standardise and rationalize the qualifications of the various posts in different departments. The Commission are awaiting the views of the Ministries|Divisions before embarking on the scheme. They hope that in this way they will be able to nominate candidates against specified posts within the prescribed limit of 10 days.

97. The decision of the Commission to interview the candidates by Committees of two Members instead of by the whole Commission has gone some way towards expediting selection by interviews. The strength of the Recruitment Branch of the Commission has, however, remained the same as was sanctioned in 1951. The spade work, therefore, is placing a heavy pressure on the staff dealing with recruitment processes and interview programmes. They now have to work for two Committees holding interviews simultaneously.

98. The Commission have proposed that Secretary of the Commission may also be nominated as an *ex-officio* Member. He would thus be able to give a helping hand in the disposal of the recruitment cases, and work as Member of the Committees during the unavoidable absence of one of its Members. If recruitment processes are to be completed within 3 or 4 months the strength of the Recruitment Branch will have to be increased considerably.

ABSENCE OF STATUTORY RULES REGULATING THE TERMS AND CONDITIONS OF CIVIL SERVANTS.

99. The advice tendered by the Commission repeatedly that rules relevant to recruitment, training, probation, promotion and other terms and conditions of service of the civil services and posts should be framed, has been ignored with the result that civil servants have remained in a state of uncertainty about their future over all these years. This is the most disturbing gap in the present administration of the civil services which militates against the stability and security. For instance in the case of Police Service of Pakistan, Police Officers who have reached the ranks of D. I. Gs. still do not know the Rules of seniority by which they are governed. The Foreign Service came into being 15 years ago. It is still being administered without any regular service Rules. Hundreds of posts under the Ministries of Information, Food and Agriculture, Rehabilitation, Industries, Commerce and other Ministries and Departments have been filled on *ad hoc* basis without framing regular Rules governing their recruitment, training, promotions and other terms and conditions of service. The adverse effect of such a state of affairs on the morale, efficiency and stability of the services can only be imagined.

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report, he may hesitate in expressing his views frankly. After taking all the pros and cons of the matter into consideration the Commission's advice is that a gist of the report giving the substance of good and adverse remarks should be communicated to the officer reported on.

108. It is not fair to make the views of the Reporting Officer alone the basis of supersession, in promotion cases. For a fair decision on such cases it is necessary that :—

(i) The officer superior to the Reporting Officer should comment on all adverse entries in the Character Roll.

(ii) In doubtful case the character of the Reporting Officer should also be taken into consideration.

(iii) The officer whose supersession is contemplated, on the basis of adverse entries in his Character Roll, should be interviewed along with those who might supersede him, so that an impartial assessment of their relative merits can be made.

(iv) Mere communication of an adverse entry to the officer reported on should not be considered sufficient. The Government servant concerned should be asked, if he so desires, to state his position, with regard to the adverse remarks communicated to him.

(v) The proceedings of the Department Promotion Committees should be improved by laying down proper Rules of procedure regulating the conduct of their meetings. These meetings should be held in the Commission and presided over by a Member of the Commission.

(vi) Similarly, Rules should be prescribed in consultation with the Commission for the conduct of the meetings of Selection Boards which should also be held in the Commission and presided over by Chairman, Central Public Service Commission.

MONTHLY RETURNS

109. Appendices T & U give the details of irregularities committed in the Ministries, Divisions and Departments in the submission of the monthly returns.

RECRUITMENT RULES AND EX-CADRE POSTS

110. During the year 1962 the Commission considered 36 cases relevant to Recruitment Rules, method of recruitment to various posts and services and exclusion of posts from regular cadres referred to them. Advice was tendered in 21 cases. Confirmation about acceptance of the Commission's advice was received in 6 cases only. Confirmation was awaited in the remaining 15 cases at the close of the year. Of the remaining 15 cases, 13 had been pending at the close of the year for want of complete information. In 2 cases the Commission had advised that method of recruitment should be laid down in consultation with the Commission but no reference to this effect was received by the close of the year.

111. Of the 15 cases, pending since 31st December, 1961 the Com mission tendered advice on 3 cases which was accepted. In the remai ing 12 the Ministries informed the Commission that under the orde issued by the Government recruitment rules would be framed aft decisions have been taken on the relevant recommendations of the Pa and Services Commission's Report. The Commission, however, insiste that method and source of recruitment in all these cases must be la down in consultation with the Central Public Service Commission.

112. In May, 1962, the Government of Pakistan on the advice of th Commission decided that future recruitment to the P.F.S. should b from amongst the C.S.P. Officers with three years service includin District experience and also from among suitable officers of oth services. The decision had a precedent in the old I.P.S. in which traine officers from the I.C.S. and Indian Army were recruited. The Govern ment also decided that the training of the P.F.S. probationers shoul take place within the country. These decisions of the Government a based on the advice of the Commission who had taken the followin factors into consideration in making their recommendation :—

(a) The background of administration of the C.S.P. Office would strengthen the administrative work on the foreig side.

(b) Probationers and even confirmed officers who prove misfi in Foreign Service could be reverted to their parent servic without affecting their prospects in the parent service.

(c) Training in District work within the country and person contact with urban life is an essential ingredient of diploma tist's qualification for representing this country. Experien has shown that training in foreign countries does not teac a probationer to understand problems of his own country an to apply his knowledge of diplomacy in making his countr attractive to those he has to deal with in his foreign assig ments.

(d) As the age of retirement had now been raised from 55 to it would make no difference if the P.F.S. probationers com pleted their training and were appointed as 3rd Secretaries the age of 31 instead of at 28 as at present.

113. The Commission accordingly prepared a scheme for recruitme and training of the P.F.S. Officers, in the light of these factors a sent to the Ministry of External Affairs for consideration (Append V).

114. The Government also decided that in future the P.F.S. Office would handle the commercial and information work in foreign countri and that the present Commercial and Press Attaches would be absorb in the P.F.S. This decision would make it necessary for the P.F.S. pr bationers to receive thorough training in commercial and informati work, in addition to their training in their own professional subjec It would also make it necessary to broad-base the future recruitment the P.F.S. by including in it a sprinkling of young officers with co mercial, economic and information background and arrange for the officers to be trained in administrative and rural work.

DISCIPLINARY CASES

115. 4 disciplinary cases were referred to the Commission during the year under report. The Commission tendered advice in 3 cases. They were not informed of the orders passed on the basis of their advice when the year under report ended. The Commission's advice on the 4th case which was received towards the close of the year, had not been tendered when the year under report ended.

APPEALS, MEMORIALS, ETC.

116. 30 cases of appeals and representations were received in the Commission during the year under report. Advice was tendered in 7 cases. In 7 cases in which advance copies of representations were sent to the Commission, the Ministries were asked to comment on the allegations made by the Government servants concerned. Final replies were not received in any of these cases till the close of the year. Another 16 advance copies of representations were received by the Commission during the year. The action taken by the Ministries on the original representations was not communicated to the Commission by the close of the year. The Commission feel that if representations of civil servants were freely referred to them, it would reduce the number of writ petitions which the civil servants file in the Courts of Law.

117. The Commission's advice was accepted in 3 out of 7 cases referred in para. 116 above. No information was received about the orders passed in the remaining 4 cases by the end of the year.

118. The Commission also disposed of two cases left over from the preceding year.

WITHHOLDING OF SPECIAL ADDITIONAL PENSION

119. One case regarding withholding of Special Additional Pension was referred to the Commission for advice during the year under report. No information was received about implementation of the Commission's advice before the close of the year.

GRANT OF EXTRAORDINARY FAMILY PENSION

120. Two cases of grant of Extraordinary Family Pension were referred to the Commission for advice during the year under report. The Commission's advice was accepted in both the cases.

SENIORITY

121. 17 cases involving seniority of Government servants were referred to the Commission during the year. In 6 cases advice was tendered. In the remaining further clarifications asked for were still awaited, when the year under report came to a close. In the 6 cases in which advice was tendered 1 was referred back for reconsideration. The fate of the remaining 5 remained unknown to the Commission.

122. Out of 8 cases left over from the previous year, the Commission disposed of one case. In the remaining 7 cases (including seniority of Section Officers and G.A.R. Officers) the Commission had asked for further information which was still awaited from the Ministries concerned.

SENIORITY OF P.S.P. OFFICERS

123. In September, 1962, the Establishment Division referred to the Commission the 14 years old case of seniority of P.S.P. officers. The difficulty had arisen mainly in the case of the P.S.P. officers recruited on *ad hoc* basis in 1948 and 1949 and subsequent changes made by the Ministry in their seniorities *inter se* and *vis-a-vis* those recruited on regular basis through competitive examination in the same years. The P.S.P. officers were divided in different categories and their seniorities were altered from time to time in accordance with the categories in which they were placed. The case was thus allowed to remain in a state of fluidity all these years. Consequently, police officers even when they reached the rank of D. I. G., did not know where they stood in regard to their seniorities. All this had caused considerable instability in the Service and affected the morale of the officers some of whom had been trying to secure a decision by submitting writ petitions in the Supreme Court. Their state of uncertainty, was in no way lessened by no less than 5 defective and contradictory orders issued from time to time. The orders passed by the Ministry were not only arbitrary, but contravened the constitutional provisions which make it necessary for the Ministry to consult the Public Service Commission and be guided by their advice. Thus the P.S.P. which was created as a new service almost immediately after independence, remained without proper statutory service Rules of its own.

124. The basic difficulty had arisen because the Ministry had ignored the order of merit in which the Commission had placed the P.S.P. officers recruited on *ad hoc* basis. No finality could therefore be brought to this case so long as that order of merit was not restored. While submitting their advice on the principles on the basis of which seniorities of all P.S.P. officers should be determined, the Commission have drawn attention to other gaps and flaws which exist in the administration of the P.S.P.

RE-IMBURSEMENT OF LEGAL EXPENSES

125. One case relevant to the claim of a Government servant for re-imbursement of legal expenses incurred by him in defending himself in judicial proceedings brought against him by the Government, was referred to the Commission. The advice tendered by the Commission was accepted.

126. During the year under review the Commission also tendered advice on two more cases pending with them on 31st December 1961. Their advice was accepted in one case and the decision of the Government on the second case was not communicated to the Commission when the year under report ended.

COMPULSORY RETIREMENT

127. One case regarding compulsory retirement was referred to the Commission. The orders passed by the Government as the result of the Commission's advice were not intimated to the Commission before the close of the year.

128. A tabular statement giving statistics relevant to the preceding paragraphs will be found at Appendix W.

MISCELLANEOUS CASES

129. In addition to the cases mentioned in the preceding paragraphs, the Commission dealt with a number of cases of miscellaneous nature during the year under review. Details of some of these cases are briefly given below :—

(i) *Procedure to be followed by the Departmental Promotion Committees and Selection Board.*

(a) While dealing with cases of promotion, particularly from Class II to Class I, the Commission observed that, generally, the officers constituting the Departmental Promotion Committees did not seem to be aware of the principles which should be kept in mind while making selections in such cases. Often the requirements of the statutory rules were over-looked. There was no uniformity either in regard to the principles to be applied in making promotions or in evaluating the Character Rolls of the candidates. In order to put an end to this unsatisfactory state of affairs, the Commission have drafted a uniform procedure for regulating the proceedings of the Departmental Promotion Committees and forwarded it to the Establishment Division with the advice that it might be brought to the notice of the Ministries|Divisions for their guidance. The Establishment Division were also requested to draw up proper procedure for regulating the proceedings of the Selection Boards on similar lines and send it to the Commission for advice.

(b) In the interest of the Government service and better administration of the civil services, the Commission have advised the government that the Commission should be increasingly associated with deliberations of the Committees and Boards dealing with cases of promotion as was done in the past in Pakistan and even in the pre-independence days. With this object in view the Commission suggested that the old practice should be revived whereby Chairman, Central Public Service Commission used to preside over the Selection Board and a member of the Commission acted as the Chairman of the Departmental Promotion Committees. In this connection the following detailed advice was tendered :—

(a) The number of Secretaries on the Selection Board should be reduced from 4 to 3 (including the Secretary of the Ministry|Division concerned).

(b) The meetings of the Board should be held in the Commission.

(c) All relevant records including summaries of qualifications of all eligible candidates should be circulated before hand to all the members of the Board.

(d) The meetings of the Departmental Promotion Committees should also be held in the Commission.

(e) A member of the Commission should preside on the Departmental Promotion Committees. The Commission expect that this would expedite disposal of the cases and no further reference to the Commission will be necessary.

A copy of the draft procedure prepared by the Commission is at Appendix X. The views of the Government on the advice of the Commission were not received by the end of the year.

(ii) *Rules of Procedure for regulating the conduct of the Central Public Service Commission's business.*

After prolonged representation by the Commission the Government at last agreed that the Commission themselves are competent to draft their own Rules for the conduct of their business and submit them to the President for approval. Draft Rules of Procedure were accordingly submitted to the Establishment Division for approval of the President. The Rules of Procedure as approved by the President are given in Appendix Y. Copies have been furnished to the Ministries|Divisions and the Provincial Commissions.

(iii) *Police Commission's Report,* 1961.

The Government's decision on the Police Commission's Report was referred to the Commission for advice. The advice tendered by the Central Public Service Commission on that report was not accepted in respect of certain items which are being further examined with a view to considering whether any further action is necessary on the part of the Commission.

(iv) *The Government Servants (Further Usefulness in Service) Rules.*

These Rules were published by the Government during the year under report. The advice tendered by the Commission to the Draft Rules was accepted in most cases. Subsequently, a circular was received from the Establishment Division to the effect that the Rules were being further revised in consultation with the Ministry of Law. The Commission have advised that before the Rules are revised the Commission should be consulted again on the items in which it is proposed to make changes. No further developments were communicated to the Commission by the close of the year under report.

(v) *Absorption of Press|Commercial Attaches in the P.F.S.*

During the year under review, final decision was taken on the proposal that the Press and Commercial Attaches be absorbed in the P.F.S. Controversy about the merits and demerits of this proposal had gone on for two or three years between the Ministries concerned. The Commission have tendered the following advice in regard to the implementation of this decision :—

(a) The Commercial and Information work in foreign countries should not be allowed to suffer during the period of transition because of these changes.

(b) Only trained and qualified P.F.S. Officers should be appointed in posts needing expert handling both on the Press and Commercial side.

(c) The Commercial and Press Attaches selected for the P.F.S. should receive the same training as is given to the P.F.S. Officers so that they can be treated on par with the P.F.S. Officers in matters of qualification for promotion to higher appointments.

(d) The P.F.S. Officers selected for specialised Commercial and Information posts should receive proper training under the Ministries concerned in accordance with a programme to be worked out in consultation with the Commission before they are appointed in these specialised technical posts.

(e) Until a body of a reasonable size of trained P.F.S. Officers becomes available for manning the Commercial and Information posts hitherto held by specialists, the Central Public Service Commission should be consulted before a P.F.S. Officer is appointed in these posts. Similarly a former Press and Commercial Attache should not be appointed to an independent diplomatic post until he has completed his training and is passed by the Central Public Service Commission.

vi) *Revision of the Government Servants (Applications for Posts) Rules.*

The Commission's advice on the revised draft of the rules was onveyed to the Government. Final decision on the draft rules was not, owever, taken before the close of the year.

vii) *The gaps in the organization of the Foreign Office and administration of P.F.S.*

In September, 1962 the Central Public Service Commission advised ne Ministry of External Affairs on the subject of re-organisation of oreign Office and administration of the P.F.S. with a view to ensuring reater effectiveness of the Ministry and the Service as instruments of oreign policy. The proposals made by the Commission were intended o remove some of the existing gaps and anomalies. A summary of the ommission's proposals is given below :—

(a) The cypher work should be entrusted entirely to officers of the P.F.S. who should be trained as specialist in this work.

(b) A proper courier service should be set up as soon as possible, for safe transit of diplomatic bags.

(c) The foreigners employed in Pakistan missions abroad should be replaced by Pakistan nationals (A statement giving details of foreigners including ladies employed in the Pakistan Embassies without consultation with the Commission, is at Appendix 'Z').

(d) Standing orders should be issued laying down the minimum standard security measures to be observed at Headquarters and our missions and posts abroad which would ensure 100% security of secret records as well as the security of Stenographers' note books, carbon sheets, etc.

(e) The administrative work in Foreign Office and in the Embassies and posts abroad should be streamlined by issue of proper standing instructions.

...dvanced training in professional sub- ...fficers with 6 years' service and ...ith the Central Public

(g) Vacancies should be secured regularly at the Administrative Staff College for senior P.F.S. officers.

(h) Arrangements should be made for popularising objective studies of International Affairs throughout the country on a non-official plane. Brain trusts and study groups consisting of selected scholars and students should be set up in all Universities for preparation of basic data on countries and papers on events which are of special interest to Pakistan.

(i) A permanent Directorate of Inspection should be created in Foreign Office for carrying out annual inspection of security, administrative and financial work in our posts and missions abroad.

(j) The services of a high powered C.S.P. officer should be obtained on deputation to organise the administrative work in Foreign Office and in our Missions and posts abroad and for laying down a strict and fool-proof procedure for the handling of establishment cases.

(k) The establishment cases of the P.F.S. officers should be handled by the Establishment Division like those of all C.S.P. and Class I Officers.

(l) Adverse reports on the P.F.S. Officers should be communicated to the officers concerned. Foreign Secretary should comment on adverse reports indicating the importance to be attached to them.

(m) Prompt disciplinary action should be taken in cases of delinquencies and misconduct.

The Ministry of External Affairs have recently informed the Commission that for financial and other reasons it may not be possible to implement the Commission's proposals in their entirety. A gist of the reply of the Ministry in regard to the Commission's suggestions is given below :—

(a) *Cypher work.*—In view of financial position it may not be possible at present or in near future to replace ministerial staff in the Cypher Centre either by the P.F.S. Officers or by Military Officers working as Cypher Attaches.

(b) *Courier Service.*—The cost of transmission of diplomatic bags by the safe hands of a Courier would be about 15 lakhs per annum. The existing local arrangement for carrying diplomatic bags is considered satisfactory by the Ministry.

(c) *Removal of Foreigners from our Embassies.*—The Ministry have made replacements at certain places. The whole-sale replacement of foreigners by home-based staff does not seem to be financially possible.

(d) *Security of Stenographers Note Books.*—The existing instructions regarding security of Stenographers note books and burning of carbon papers are considered to be satisfactory by the Ministry.

(e) *Security Grilles.*—Strong rooms for classified material already exist in missions abroad and these are invariably fitted with iron grilles. All cypher work is done within the strong room.

(f) *Improvement of Administration, etc.*—The Ministry agree with the views of the Commission and necessary action in this regard has been taken to secure expeditious disposal of cases.

(g) *Studies, Refresher Courses and Courses at the Staff College.*—Officers of the Ministry are regularly sent to various training Institutions, *e.g.*, Administrative Staff College, etc. Senior officers are deputed occasionally to the Imperial Defence College Course, London.

(h) *Organisation of Studies on Non-official Plane.*—The Ministry prefer not to be associated with the working of non-official organisations *viz.*, Institute of International Affairs and Institute of Islamic Affairs. It is, however, considered better if government officials are encouraged to address these organisations occasionally.

(i) *Inspections.*—The Ministry agree that there is need for a Directorate of Inspection and will try to get one established.

(j) *Establishment Work.*—Commission's suggestion not acceptable as it would lead to unnecessary correspondence and inefficiency since the Establishment Division is neither fully conversant nor in touch with the working of the Missions abroad and the Ministry.

(k) *Confidential Reports.*—Adverse entries are communicated to the persons concerned and representations, if any, are examined. Adverse entries are expunged if found unjustifiable. Nothing has been said about the Commission's suggestions that adverse entries should be commented upon by Foreign Secretary.

(l) *Discipline.*—Prompt disciplinary action is taken against delin-quents in accordance with relevant rules.

TRAINING OF P.F.S. AND COMMERCIAL OFFICERS

New Training Rules are being framed in consultation with the Commission. A training programme for Commercial and Press Attaches who may be absorbed in the P.F.S. is being prepared in consultation with the Ministries concerned and the Central Public Service Commission.

(viii) The Commission have carefully considered the replies of the Ministry but they are not satisfied with all of them. The Centr[al] Public Service Commission consider that their advice has not receiv[ed] the urgent consideration it deserves. They feel that the interests o[f] security and effectiveness of our foreign policy must come befo[re] financial and other considerations and that nothing less than 100[%] security is needed to prevent our secrets falling into unauthorised hand[s] ...ion have decided to reiterate their advice for furth[er] ... the Ministry of External Affairs. The Co[mmission] ... that unless the gaps in th[e] ... which have been point[ed] ... ure the effectiv[e]

SECTION IX

CONCLUSION

130. During the year 1962, the Central Public Service Commission showed signs of emergence from the long period of chaos in which their task remained limited to the negative and frustrating business of saying to the Ministries and Departments; Don't do this and don't do that! In the past the Commission remained occupied with the uphill task of securing the acquiescence, if not liberal co-operation, of senior civil servants and politicians in the position that so long as any subject relevant to public service management remains excluded from their advisory purview, the Commission will not be able to play the role for which it has been created namely of giving leadership to the civil service it needs and rendering effective service to Government. In more advanced countries the public service commissions have long crossed the period of chaos in which they used to play a similar negative role. They are now devoting their time and energies to the more constructive facets of the public service management, *e.g.*, in introducing the latest techniques in the processes of recruitment, modernising the post-entry and in-service training, improving terms and conditions of service of civil servants, and organization and efficiency of Departments, rationalising the pay scales and making better arrangements for housing and welfare work, etc.

131. Thanks mainly to your own liberal attitude, Mr. President, the field of consultation with the Commission has become much wider than what it was when you took over and the acceptance of the Commission's advice has become the rule and not the exception as it used to be in the past. For instance it was for the first time the Commission was consulted on such matters of national importance as the Pay & Services Commission's Report and the Police Commission's Report. Statutory Rules for the existing services are now being framed in consultation with the Commission. The Commission are also now being consulted in the creation of new services. The duration of the appointments made by the Ministries and Departments themselves has been curtailed from one year to six months and no appointment whether temporary or permanent can be made without first consulting the Commission. A proper procedure has been laid down for resolving the difference of opinion between the Commission and the Ministries in which the Commission's point of view is placed before, and considered by, the President before a final decision is taken and Chairman, Central Public Service Commission has been given the right of direct access to the President.

132. Unfortunately, it cannot be said that the Ministries and Departments are no longer full of irregular appointments and that civil servants serving in these Departments can no longer indulge in irregularities with impunity. While in the olden days the blame for irregularities could be laid on the politicians and cover could be taken behind the authority of the Ministers, during the revolutionary regime and since then these cannot be put forward as excuses. Reorganizations were carried out without consultation with the Commission and there is still much too much duplication, over-lapping and top heaviness in the Departments. The basic administration at the lowest rung, which comes in contact with the people, is not receiving sufficient consideration. Too many posts are being created every year especially at the top.

133. The Commission have also been giving considerable thought to the ways and means of eradicating nepotism and favouritism from the civil service and misuse of discretionary powers by civil servants. They have been driven to the conclusion that the Commission should be invested with power of inspection and recommending enquiries against persons indulging in irregularities. The fact that the Commission are receiving increasingly large number of advance copies of representations to the Heads of Departments by Government servants seeking redress of their grievances, shows that they have some confidence in the Commission's ability to act as an effective and impartial watchdog on behalf of the President.

134. Before concluding this report the Commission would like to express their gratitude to the Ministries, Establishment Division and other Divisions of the Central Government and the G. H. Q. for their help and co-operation and for the consideration and courtesy they extended to the Commission. The Commission would also thank the Provincial Governments and the Pakistan Missions abroad for their valuable assistance in enabling the Commission to hold and conduct their Examinations, Tests and interviews out of Karachi. The Commission also consider it their pleasant duty to record their sense of appreciation for the good work performed by their own officers and staff in spite of the many handicaps.

135. In the end the retiring members of the Central Public Service Commission take this opportunity of conveying their sincere thanks to you, Mr. President, for all the support and encouragement they have received from you without which the Commission could not make what little progress it has made, during its term of office.

MEMORANDUM TO THE ANNUAL REPORT FOR THE YEAR 1962

SECTION X

Memorandum to the Annual Report of the Commission for the year 1962 [*vide* Article 189 (2) of the Constitution of the Republic of Pakistan].

(A) CASES IN WHICH THE COMMISSION'S ADVICE WAS NOT ACCEPTED

(i) APPOINTMENT OF EXECUTIVE OFFICER IN THE MINISTRY OF COMMERCE.

136. The Ministry of Commerce appointed an officer, the Marketing Officer, Silk Technology in a substantive capacity, as Executive Officer (Class II) in the Imports and Exports Control Organisation on 25th July, 1950, without consultation with the Commission. His appointment was also not reported in the Monthly Return.

137. The appointment was allowed to continue on this irregular basis till 7th October, 1951, when the incumbent of the post was appointed as O. S. D. in the Jute Board. On 22nd June, 1953, he was again appointed as Executive Officer in the Imports and Exports Control Organisation.

138. In August, 1953 the case was first referred to the Commission. They were asked to accord their concurrence to the appointment of the Officer concerned as Executive Officer. As proper Recruitment Rules had not been framed for the post of Executive Officer and as the Officer was not an optee, the Commission advised that the post be advertised. To this the Ministry agreed and the Commission selected another candidate who was found more suitable and recommended him for appointment in November, 1954.

139. The Ministry, instead of appointing the Commission's nominee, allowed their own man to continue. They persisted in this irregularity against the repeated advice of the Commission and then submitted the case to the President after keeping their man in irregular employment for over 11 years. The President upheld the Commission's advice and ordered that the post of Executive Officer should be filled through the Commission and permitted the Officer irregularly appointed also to apply.

140. The Ministry, before submitting the case to the President, should have informed the Commission but they did not and violated the instructions issued by the Establishment Division. The Commission could not place their side of the case before the President.

141. In the meantime the Ministry had made certain recommendations in regard to the method of recruitment for the post in question and the Commission had concurred in them. This was to the effect that all the posts were to be filled by departmental promotion. Having got the Commission's approval to the new method of recruitment in their pocket the Ministry then proceeded to inform the Commission that, although the President had ordered that the post should be advertised, now that the method of recruitment had been approved by the Commission, they proposed that the appointment of the Officer in question as Executive Officer so far held under objection, should be approved by the Commission on the basis of his record of service ! The Ministry further asked the Commission to approve the Officer for further promotion to the post of Assistant Controller of Imports and Exports (Class I). Needless to say the Commission refused to agree to the Ministry's new proposals which amounted not only to condoning the perpetuation of an irregularity

t to reward the irregular appointee by promoting him to a Class I post. he Commission informed the Ministry that as the irregularly appointed ficer did not belong to any of the categories of candidates who were gible for promotion he could not be considered for promotion to that st, less still on the basis of his Character Roll, as proposed by the inistry. The Commission reiterated their original advice and pointed t that the orders passed by the President took precedence over the ethod of recruitment in so far as this particular irregularity was concerned. The Commission again asked that the post should be advertised. garding further promotion of the officer concerned to the post of Assist Controller (Class I), the Commission observed that as his appointnt in Class II post was irregular he could not be considered for further motion to a Class I post. He was, however, allowed to compete in the en competition for the post of Assistant Controller, which had been ertised by the Commission.

142. The Ministry at last accepted the above advice of the Commission the post of Executive Officer was advertised by them. In accordance h the President's orders the officer concerned has also applied for the t of Assistant Controller (Class I). This case has been included in Memorandum as an example of the difficulty which the Commission experiencing in securing prompt acceptance of their advice by the istries and of the ability of the officers concerned in the Ministry to ulge in such practices with impunity.

RE-EMPLOYMENT OF SUPERANNUATED OFFICERS.

143. In their Notification No. 10|67|59-SE. II, dated the 24th April, 9, the Establishment Division excluded from the Commission's purview es of re-employment of superannuated officers against the advice of Commission. The Commission had advised that extension of service re-employment, after the age of retirement, cannot but be treated resh recruitment and consultation with the Commission on the suitity of the Government servant concerned was obligatory under the stitution. The fact that the age of superannuation had been raised 0 years and orders had been issued that no one should be given exsion of service or re-employment beyond that age, except in very cial circumstances, and that too, with the approval of the Cabinet, not make consultation with the Commission redundant and unneces-. It would always assist the Cabinet in arriving at their decision if also had the advice of the Commission before them. The Comsion are of the view that in the case of technical experts such as tors, Engineers, Physicists, Chemists, etc., extensions of service and mployment should continue to be the rule rather than exception so as such Government servants are physically fit and otherwise proonally qualified and suitable. Consultation with the Commission ld however always be necessary. The more so, in cases where reloyment is to be considered on exceptional grounds. Assessment of ility in all such cases will remain essential part of the process of information about acceptance of the Commission's advice the end of the year.

FICERS.

the seniority of P. F. S. Ministry on the advice middle of 1962 1962, the

Cabinet decided to accept the Commission's advice. Since then the Ministry have been moving the Cabinet to amend their decision, without informing the Commission. Two amendments to the Cabinet decision of May, 1962 have since been received in the Commission, one to the effect that the seniority of P. F. S. Officers should be revised in accordance with the formulae suggested by the Central Public Service Commission, subject to the condition that pay to be taken into consideration when determining seniority should be the substantive pay of the officers concerned.

145. The Ministry of External Affairs then informed the Commission that they had worked out a fresh seniority list in accordance with their understanding of the substantive pay as defined in F.R. 9 (28). The Commission have given the whole case their most careful consideration and have informed the Ministry that before tendering their original advice they had prepared their list of seniority. In doing so the Commission had carefully considered the relative merits of "pay" as defined in F. R. 9 (21) (a) and "substantive pay" as defined in F. R. 9 (28), as a yardstick with which to assess the relative suitability of a person at the time of his recruitment and they had decided to discard both as strict application of neither would be practicable and fair because :—

(a) Pay represents the value of a recruit's skills and art, etc., education and other qualifications, and as ingredients of suitability for a particular service or post at the time of recruitment. It would be unfair, if the pay drawn at the time of recruitment was ignored and instead some reduced pay drawn in some substantive post in the past was taken into consideration ; and

(b) In a case where recruitment is made from haterogenous sources including non-official sources as was done in the case of P.F.S., the rigid interpretation of "pay" given in F.R. will be impracticable, as a yardstick to be applied uniformly in all cases.

146. In view of this, and for other reasons discussed above, the Commission had no option but to advise that the amendments to Cabinet decision of 11|12th May, 1962 should not be implemented because it was not in accordance with the considered advice of the Commission. It was pointed out that if seniorities of P.F.S. Officers were changed on the basis 'substantive pay' as defined under F. R. 9 (28), it would constitute a departure from the decision taken by the Cabinet in May, 1962 which approved principles of the seniority as advised by the Commission. It would amount to non-acceptance of the Commission's advice and therefore attract the procedure laid down in the Establishment Division's Office Memorandum No. 3|3|59-E. VII, dated 4th June, 1960 which, incidentally was not followed by the Ministry when they sought to secure amendments to the Cabinet decision of May 12th, 1962.

(iv) *Appointment to the post of Director of Education, Karachi.*

147. During 1960 a difference of opinion arose between the Commission and the Ministry of Education in regard to the appointment of the Commission's nominee to the post of Director of Education, Karachi. This difference was subsequently resolved through the good offices of the Educational Adviser and the Ministry agreed to offer the post of Director of Education to the Commission's nominee. In actual fact no

offer of appointment was made to the Commission's nominee and the case was allowed to drag on till the merger of Karachi with West Pakistan. The Commission then brought to the notice of the Ministry of Education, the unfairness of their action in uprooting the Commission's nominee from his own post as principal of a College, keeping him in suspense for two years and then not appointing in the post of Director of Education, Karachi on the plea that Karachi had been merged with West Pakistan. The Commission then received an assurance that the Government of West Pakistan would continue the post of Director of Education, Karachi, and the Ministry of Education would use their good offices with them to see that the Commission's nominee is appointed to the post. Nothing further was heard till October, 1962, when the Commission took up the case with the West Pakistan Government and the Establishment Division. The Commission did not receive any reply till the close of the year under report. During the course of their correspondence with the Ministry of Education it came to the notice of the Commission that the officer who was holding the post of Director of Education as a temporary measure refused to make over charge to the Commission's nominee although he had received orders both from Commissioner, Karachi and Educational Adviser to do so.

(v) *Senior Lecturer in Chemistry, Central Government College for Women, Karachi.*

148. In January, 1958, the Commission recommended a candidate for appointment to the post of Senior Lecturer in Chemistry in the Central Government College for Women, Karachi. The Ministry of Education did not accept the advice and requested the Commission for reconsideration. The Commission, after going through the merits of the candidate recommended by the Commission and the person sponsored by the Ministry adhered to their advice. Later, the Establishment Division requested the Commission to inform them of the reasons for rejecting the candidate sponsored by the Ministry of Education because that candidate had applied for the post and was also the existing incumbent of the post. The Establishment Division added that the information was required for incorporating in the summary to be submitted to the President. The required information was furnished to the Establishment Division in 1960. The Commission have not been informed of the orders passed in this respect.

(b) **CASES WHERE THE COMMISSION OUGHT TO HAVE BEEN CONSULTED BUT WAS NOT CONSULTED, AND THE REASONS WHY IT WAS NOT CONSULTED.**

Irregular Appointments.

(i) *Appointments in the Rehabilitation Division.*

149. The Ministry of Rehabilitation and Works (Rehabilitation Division) appointed as many as 72 Class I and Class II officers without consultation with the Commission. They did not report these appointments to the Commission in their monthly reports as they were supposed to do under the relevant instructions. In October, 1961, as a result of the orders passed by the President that in the case of appointments made without consultation with the Commission, the A.G.P.R. will stop the pay of the irregular appointees, the Ministry approached the Commission and asked that all their irregular appointments should be regularised

and assured the Commission that the Settlement Organisation would not continue beyond 31st May, 1962. On this assurance the Commission allowed the officers in question to continue so as to prevent any dislocation of the winding up proceedings. They however made a condition that if the Ministry anticipated any of the posts to continue beyond 31st May, 1962 they would send to the Commission a requisition for advertising that post immediately.

150. The Ministry allowed most of the above posts to continue beyond 31st May, 1962 without sending any requisitions for advertising them. In August, 1962, they approached the Commission once again asking them to concur in the continuance of 11 Class II appointments. The Commission expressed their inability to do so and advised that the necessary requisitions may be sent to them so that the posts may be advertised immediately. There was no response to the Commission's advice till the 31st October, 1962, when instead of sending the required requisitions they asked the Commission again to condone the irregular appointments of all 45 Class I Officers also. The case was discussed by Chairman with Joint Secretary, Ministry of Rehabilitation and Works whose report on the whole case with regard to the future of the personnel employed on Rehabilitation work is awaited.

151. The Ministry of Rehabilitation and Works had also appointed a large number of Assistant Accounts Officers in the office of the Chief Settlement and Rehabilitation Commissioner without consultation with the Commission. They never reported the appointments in their Monthly Returns. In February, 1961, after a lapse of six or seven years when these appointments came to the notice of the Commission and they declared them as irregular, the Ministry informed the Commission that the organisation connected with Settlement and Rehabilitation work would be wound up by 30th June, 1962. The Commission were thus left with no choice but to allow these irregular posts to continue up to that date. The Ministry was however advised that they should make a reference to the Commission well in advance if any of these posts was likely to be continued beyond 30th June, 1962. No reference was received till August, 1962. After taking all the circumstances of the case into consideration the Commission advised that the irregularly held posts, should be advertised. So far the Ministry have not complied with the advice of the Commission.

(ii) *Appointment in Civil Aviation Department.*

152. On 28th June, 1961, the Civil Aviation Division of the Ministry of Defence proposed to appoint an officer of the Pakistan Air Force as Airport Manager Grade I. As the Commission had not been consulted about method of recruitment of this post as required under Article 185 (2) (a) & (b) of the Constitution, the Commission had no alternative but to advise that the post should be filled by open advertisement unless a suitable candidate was available from within the Department who could be promoted to the post in question. The Civil Aviation Division again asked for concurrence of the Commission to the appointment of the officer to the post of Airport Manager Grade I without attempting to frame Recruitment Rules which would enable them to bring an officer from outside. In the circumstances the Commission were left with no option but to reiterate their advice. Having failed in their attempt to secure the concurrence of the Commission to the irregularity in this way they informed the Commission that they had decided to hold the post

of Airport Manager Grade I in abeyance and to appoint the Officer concerned as O.S.D. and he would continue to perform the duties of Airport Manager. The Department presumably felt that in this way they were exercising their authority to make a fresh appointment for 6 months without consultation with the Commission. The Commission naturally objected to this unorthodox manner of circumventing the Commission's advice.

153. Chairman, Central Public Service Commission while discussing this and other cases of irregularities with the Director-General, explained that the Commission were very keen to assist the Directorate-General in placing all their appointments, etc., on a regular basis and assured him that they were not oblivious to the increasing needs of his different Directorates for technically qualified personnel. The Commission would be only too glad to assist him in framing proper Rules which would enable him to secure the services of suitable officers from P.A.F. for filling the posts temporarily until his own men qualified. So far neither the advice of the Commission has been accepted nor is recruitment being made by open advertisement.

(iii) *Appointments in Central Testing and Standards Laboratories—Industries Division.*

154. In 1961 it came to the notice of the Commission that the post of Director, Central Testing and Standards Laboratories, Karachi, had been filled by the Ministry of Industries without consultation with the Commission, as far back as 1956. The appointment had never been reported in the Monthly Return by the Ministry. As this was a very serious irregularity and as no recruitment rules had been framed by the Ministry for the post of Director, the Commission informed the Ministry that it could only be filled by open advertisement by the Commission. In the course of examination of this case it came to light that the Ministry of Industries had promoted another officer as Director, Central Testing and Standards Laboratories at Dacca also without consultation with the Commission. This appointment was also therefore held as irregular for the same reasons. The Ministry then argued that these appointments were made under Regulation 3(a) of the P.P.S.C. (Consultation by the G.G.) Regulations, 1953. A reference to the Commission was therefore not necessary. In the case of the first officer they stated that his appointment had already been approved by the Commission for another Class I post in the Council of Scientific and Industrial Research. His appointment as Director, Central Testing and Standards Laboratories was therefore merely a transfer from one Class I post to another. It was explained to the Ministry that Regulation 3(a) of the Consultation Regulations cannot be invoked unless the Commission had first approved the method of recruitment. In other words the Commission must satisfy themselves that a Class I officer who is being appointed in another Class I post has got the necessary qualifications of the second post. As this had not been done the Commission advised that the appointment of this Officer was irregular, and asked that a requisition should be sent to the Commission for advertising the post. So far the Ministry have not complied with the advice of the Commission and they are continuing these irregular appointments. They could easily comply with the Commission's advice and allow these officers to apply in answer to open advertisement and take their chance along with others if they are really competent.

155. In view of the serious nature of these irregularities and the inability of the Commission to secure compliance with their advice the Commission were left with no option but to recommend that the A. G. P. R. should stop the pay of the officers under the relevant instructions issued by the Establishment Division, Government of Pakistan. The Ministry countermanded the Commission's action and by using their own general financial powers instructed the A. G. P. R. to release the pay of these officers. The A. G. P. R. has now taken up the matter with the Ministry of Finance.

(*iv*) *Appointments in the Health Division.*

156. In November, 1961 the Ministry of Health, Labour and Social Welfare (Health Division) asked the Commission to approve the promotion of a Class II Medical Officer to the Class I post of Associate Physician and Assistant Professor of Medicine, Jinnah Central Hospital, Karachi, for a period of 12 months as the incumbent of the post had been awarded the Nuffield Foundation Fellowship and had gone to the United Kingdom. Subsequently the Commission found that the same Class II Doctor had been appointed in the Class I post of Civil Surgeon, Karachi, without consultation with the Commission. Meanwhile the Commission had approved the original proposal that the officer in question should be appointed Associate Physician and Assistant Professor of Medicine as a purely temporary *ad hoc* arrangement, for a period of one year, so as to cause no dislocation of work. In doing so however the Commission had made it clear that this temporary arrangement should not be taken as conferring upon the Class II officer concerned any claim or advantage over other eligible candidates when it comes to filling the post on a permanent basis, either by open advertisement or otherwise after taking into consideration the claims of all other eligible Class II Doctors. As regards the irregular appointment of this Class II Doctor as Civil Surgeon, Karachi, the Commission drew attention to the established practice which lays down that until proper recruitment rules are framed in consultation with the Commission, recruitment to all posts including the post of Civil Surgeon, Karachi must be made by the Commission through open advertisement. The Ministry were accordingly asked to send to the Commission a proper requisition for the filling of Civil Surgeon's post. It was pointed out once again that the appointment of a Class II Doctor by the Ministry in the post of Civil Surgeon and in the circumstances under which it had been done was extremely irregular.

157. The Ministry replied that the appointment of the Class II Doctor to the post of Civil Surgeon in place of the regular incumbent who had been transferred to the post of Senior Medical Officer, School Health Service, Karachi was only a temporary measure taken under the authority of F. R. 15. The Ministry also proposed that another Class II Doctor be appointed as Associate Physician and Assistant Professor of Medicine in place of the first Class II Doctor appointed by them as Civil Surgeon.

158. The Commission were trying to remove these irregularities when the Health Division informed the Commission that they had appointed another Doctor as Associate Physician (Cardiology) and Assistant Professor of Medicine without the approval of the Commission. They asked that he might be allowed to continue in the post created by the absence of the permanent incumbent who had been sent abroad on Fellowship, instead of another Doctor whom they had proposed earlier for this appointment.

159. It will thus be seen that the Officers of the Ministry of Health continue to commit irregularities and indulge in appointing persons of their own choice because they think that they can flout the provisions of the Constitution with impunity. They refuse to frame proper recruitment rules and determine the method of recruitment for each post in consultation with the Commission because that would take away from them the authority to make appointments as they like. In the circumstances the Commission must insist that all such posts must be filled by open advertisement in which also the departmental candidates get a chance to apply and compete with other eligible candidates. The Commission therefore advised the Ministry as follows:—

(a) The post of Civil Surgeon must continue to be filled by open competition. The Ministry could not take cover behind the Fundamental Rules which had nothing to do with recruitments to civil posts and promotions of civil servants which were governed by Article 185 (2) (a) (b) of the Constitution.

(b) The appointment of Civil Surgeon, Karachi to the post of Senior Medical Officer, School Health Service, Karachi, was not in order. The Commission had not been consulted in regard to the method of recruitment for the post of Senior Medical Officers. They could not therefore say whether the Civil Surgeon had the requisite qualifications for the new post.

160. As regards the post of Associate Physician and Assistant Professor of Medicine, the Commission informed the Health Division that in view of the serious irregularity committed by them in promoting a Class II Officer of their choice first to one Class I post then to another both carrying higher salaries and status than his own permanent Class II post, without first getting his suitability and qualifications assessed by the Commission along with the suitability and qualifications of all his eligible confreres of Class II, the Commission withdrew their conditional concurrence to the temporary appointment of the Class II Officer to any higher post. It appeared to the Commission that their desire to be helpful to the Department by agreeing to a stop gap arrangement so that the work should not suffer, was being wrongly taken advantage of. The Commission therefore advised that the dossiers of all eligible Class II Doctors should be sent to them and they would make a fresh selection from amongst all eligible Class II officers for the higher posts. The officers concerned in the Ministry did not comply with any of the advice tendered by the Commission and the irregular appointments continued by the end of the year.

161. The Commission brought these serious irregularities to the notice of the Establishment Division and asked that proper enquiries should be made into the circumstances under which these irregular appointments had been made and because nothing was done to help the Commission in regularising these posts, the Sommission were left with no option but to report the case to the Accountant General, Pakistan Revenues and ask him to withhold the pay of the incumbents of the posts irregularly held.

(*v*) *Appointment of Resident Economist, Ministry of Finance.*

162. In 1957 the Ministry of Finance appointed an officer as Resident Economist (Class I) in the Finance Services Academy, Lahore without the approval of the Commission. They did not report the appointment in

the Monthly Return. The irregularity came to the notice of the Commission in June, 1962 *i.e.,* after 5 years. The Ministry then sought the approval of the Commission to the confirmation of the incumbent of this post. The Commission asked the Ministry to intimate the circumstances under which it was not considered necessary to consult them or report the appointment to the Commission for 5 years pointing out that it was their constitutional responsibility to do so. It was also pointed out that in the absence of consultation with the Commission about the method of recruitment and in the absence of proper Rules the post of Resident Economist should be filled by open advertisement. The Ministry of Finance instead of framing rules or proposing proper method of recruitment again asked the Commission to allow them to confirm the person irregularly appointed. It was not till September, 1962, that the Ministry accepted the Commission's advice and the post has since been advertised. The fact however remains that the appointment continued under the Ministry of Finance irregularly for 5 years.

PROMOTIONS MADE WITHOUT CONSULTATION WITH THE COMMISSION.

(vi) *Agriculture Division.*

163. The Ministry of Food and Agriculture (Agriculture Census) created a post of O. S. D. (Administration) Class II in 1957 and appointed a Stenographer (Assistant Private Secretary) to this post without consultation with the Commission. In September, 1959 they up-graded the post of O. S. D. to Class I and appointed a Superintendent of the Press Information Department to it without consultation with the Commission. Neither of these appointments was reported in the Monthly Returns. The Commission therefore held the appointments as irregular and have advised that the post should be filled in consultation with the Commission according to the method of recruitment approved by them.

(vii) *Geological Survey.*

164. During the course of examination of the case of promotion of an officer to the post of Assistant Director (Admn) in the Geological Survey of Pakistan, it came to the notice that the Ministry had appointed an Assistant Iron and Steel Controller to the post of Administrative Officer by transfer with effect from the 4th March, 1959 without consultation with the Commission. The appointment was also not reported in the Monthly Return. The draft recruitment rules proposed by the Ministry and approved by the Commission provided that the post of Administrative Officer should be filled by promotion from amongst the Office Superintendents in the Geological Survey of Pakistan. The draft rules also provided that if no suitable Superintendent was available for promotion, the post will be filled by direct recruitment through the Commission. As the appointment in question had been made contrary to the provision made in the rules, the Commision asked the Ministry to set right the irregularity. In spite of several reminders the irregularity is being allowed to continue.

(viii) *Information and Broadcasting Division.*

165. The Ministry of Information and Broadcasting promoted two Assistant Information Officers to Class I posts in 1952 and 1955 respectively without consultation with the Commission. The cases were not reported to the Commission till 1956 *i.e.,* after four years' delay in the

first case and one year's delay in the second. The Commission asked for particulars and Character Rolls of all eligible officers but the Ministry refused to comply with the Commission's advice and put forward an extraordinary plea that consideration by the Commission of all the eligible officers would amount to treating the post of Information Officer a 'Selection Post'! They refused to furnish even the Character Rolls and particulars of the officers who had been considered for promotion by the Departmental Promotion Committee. There followed years of unnecessary correspondence. It was not till December, 1961 that the Ministry supplied the necessary information. In this way they succeeded in continuing these two irregular appointments, in one case for 9 years and in the other, for 5 years and it took the Commission nearly 5 years to regularise these cases because of a wrong stand taken by the Ministry.

(ix) *Ministry of Commerce.*

166. A large number of appointments to Class I and Class II posts in the Imports and Exports Control Organisation were made from 1958 to 1961 without consultation with the Commission. The method of recruitment for Class I posts as approved by the Commission provided that 50% of the posts would be filled by promotion and 50% by direct recruitment through the Commission. The method of recruitment to Class II posts prescribed that all the posts would be filled by promotion from among Superintendents of the Department. It took the Commission a long time to persuade the Ministry of Commerce to fill the Class I posts in accordance with the agreed method of recruitment. In the case of Class II posts the Ministry insisted that the Commission should regularise the irregular appointments made by them by transfers from other posts. The Commission expressed their inability to do so and adhered to their advice that the Rules must be followed. The Ministry then proposed to modify the method of recruitment so as to suit their own arrangements in regard to the irregular appointments in Class II posts. The case remained unsettled by the end of the year.

We beg to remain,

Sir,

Your obedient servants,

Chairman & Members,

The Central Public Service Commission.

(A. S. B. Shah),

Chairman.

Retired Members.

1. S. F. Meerza.
2. S. M. Hasan.
3. Mohd. Ibrahim Khan.
4. (Dr.) S. M. Hossain.

New Members.

1. A. F. M. Abdul Haq.
2. Muhammad Akram.
3. Ata Mohammad Noon.

Karachi, the 14*th January* 1963

SECTION XI

APPENDICES

APPENDIX A

[*Vide* para. 4]

VIEWS EXPRESSED BY COLONEL A. S. B. SHAH, CHAIRMAN, CENTRAL PUBLIC SERVICE COMMISSION BEFORE CHAIRMAN, PAY AND SERVICES COMMISSION.

Chairman, Central Public Service Commission was invited by the Chairman, Pay and Services Commission to a meeting in which he expressed the following views :—

(i) Chairman, Central Public Service Commission agreed with the views of remodelling judiciary to suit the changed conditions of our society, of doing away revision and second appeal, of retaining by the High Courts of the Writ Powers and of the necessity of frequent inspections, but suggested that appeals from all sentences in murder cases should go before the High Court, irrespective of the number of accused involved in a case.

(ii) He fully shared the view that reforms in the civil services should keep pace with the rising needs of technical and social advancement but he struck a note of caution about making any abrupt and revolutionary changes. He favoured making reorganization as gradual and continuous process in which planning for re-construction should precede planning for development. The first attempt should be directed towards removing the flaws in the existing system otherwise there would be a danger of building the new structures on foundations the flaws of which have not been removed. He stressed the importance of maintaining the basic indigenous character of the civil services and of the administrative machinery which he said the people had got used to and understood. The administration should, however, be streamlined to meet the needs of the modern times.

(iii) Other points suggested by Chairman, Central Public Service Commission for consideration of the Pay and Services Commission in connection with reorganization are summarised below :—

(a) Integration with appropriate services and cadres of the thousands of posts which have been filled on *ad hoc* basis, since 1947, for which proper recruitment and service rules and terms and conditions of service have not yet been worked out.

(b) Elimination of duplication, over-lapping, top-heaviness and other administrative and organisational flaws which have crept into the services and departments.

(c) Removing the causes of inter-service jealousies which are hampering teamwork and impairing efficiency.

(d) Compilation of a comprehensive administrative code by bringing uptodate and amalgamating all laws, rules, orders regulations and instructions pertaining to the civil services. (At present these are difficult to find, because they are scattered in so many different documents).

(e) Organizing proper research within the Central Public Service Commission, for collection of data for a 5-yearly review of the pay scales on scientific basis (*see* the Commission's note on fixation of pay in the Annexure at the end of this Appendix) and for periodic reviews of pre-selection educational standards, and post-entry and in-service training programmes.

(iv) Replacing the present cumbersome system of Secretariat by something more rational and efficient. The system was created by the British as a fool-proof machinery for examination of cases. It suited the requirements of a government situated in London 6,000 miles away from the country it was governing. Such a secretariat system, Chairman, Central Public Service Commission said, had out-lived its usefulness if only because the government of the country was now within the country and could therefore look into things and verify them on the spot. What was now needed he said was a modern machinery for taking decision which can dispose of cases expeditiously, something on the lines of the system prevalent in the army offices which enables the leaders at different stages of the hierarchy, assisted by staff officers to take decisions at their level.

(v) Chairman, Central Public Service Commission further recommended that :—

(a) The civil services in Pakistan should be integrated into a comprehensive whole, first by removing the present divisions of superior and inferior classes.

(b) Amalgamating different services of the same kind into one combined service regardless of whether they perform central, provincial, local or quasi-Governmental functions.

(c) Combining all the central services and their counter-parts in the provinces, and elsewhere, *e.g.*, in municipalities, local bodies, etc., under one all-embracing name "Civil Service of Pakistan". Only then could the Civil Service as a combined whole, make its unifying impact on the country.

(d) Civil Service of Pakistan should have its separate cadres representing the different administrative and technical service, *e.g.*, "C.S.P.—Engineering", "C.S.P.—Medical", "C.S.P.—Education" and "C.S.P.—Administration" etc.

(e) Each cadre should have three grades. The first to be known as the executive grade should comprise the present Class III and Class II which should be re-named as junior and senior executives respectively. The next grade should be the grade of administrators|managers, i.e., the present Class I and Central Superior Services. At the top, there should be the grade of senior directors or unifiers. These should consist of tried leaders, capable of handling on a vast scale complicated economic, social and other activities in the private sector and dove-tailing them with equally complex administrative machinery in the public sector and of putting the combined effort of both behind the national task.

(f) Recruitment to the executive and administrative grades to be through the Public Service Commission in the rough proportion of 3|4 by competition and 1|4 by promotion. The top directors should be selected on the basis of pure merit.

(g) The whole combined C.S.P. should be centrally directed in matters of policy, training and organisation.

(h) For disciplinary and administrative purposes the personnel of the C.S.P. should continue to be controlled as at present, by the Government it is serving, *i.e.* Ceneral, Provincial Governments and Local-Self Governments, etc. as the case may be.

(i) Each cadre should have a Director General responsible to the President for efficiency and well being of the cadre.

(j) The President should be the head of entire Civil Service of Pakistan.

(k) Promotion in the junior ranks should normally be on the principle of seniority-*cum*-fitness. The posts of Senior Administrators, Directors General and Directors of Departments, etc., should be selection posts.

(l) The pay scales should be scientifically worked out on the basis, *e.g.* of cost of living, the minimum and maximum wage, the value of skills, art and other qualifications, and the degrees of responsibility exercised instead of service-wise as is done at present.

(m) Chairman, Central Public Service Commission believed that integration of the civil services on the above lines could be achieved without dislocating the basic structure of the present system and without detracting from the authority of the provinces to exercise executive and disciplinary control over their civil services serving within their jurisdiction. Such an integration he said would bring about economy of personnel and unity of thought and action. It would raise the standard of efficiency and make for co-operation and concerted action.

(n) Chairman, Central Public Service Commission also believed in the egalitarian quality of the civil service. He said the misconception about the present C.S.P. being in any way superior to other services must be removed because it was undermining the morale of the whole Civil Service and affecting the administration of the country. He explained that the inability of our young Civil Servants to work as Captains and members of teams arises basically from the defective system of our education which does not help the students to develop the higher human and intellectual qualities and because our post-entry training has not yet been brought at par with the requirements and needs of self discipline and co-operative efforts needed in the Civil administration. He would therefore recommend that administrative colleges should be opened for the education of the prospective civil servants on the analogy of the military Cadet-Schools where boys are prepared for military careers. In the curriculum of the

administrative colleges he said the emphasis should be on giving deeper knowledge of academic and technical subjects, on character building and on creating among the prospective civil servants a keen urge to mix with the poor people and help them in combating squalour, disease and poverty.

(o) The present distinctions in the pay scales of the different services should be removed. Any funds ear-marked for raising the pay scales of civil servants should be spent on the low paid Government servants first before cases of those who can manage to exist on their present pays are taken into consideration.

(p) Probationers of all services should be sent to the same academy for training.

(q) Chairman, Central Public Service Commission also supported the idea that there should be no reservation of posts for members of any particular service in the very top appointments which should be filled by selection from among the best and the most qualified men. Secretaries of the technical ministries and heads of technical enterprises should however be the technical men just as Secretaries of administrative ministries and heads of administrative enterprises, *e.g.* the Districts, should be trained and skilled administrators.

(r) Chairman, Central Public Service Commission commended for consideration of Chairman, Pay & Services Commission, the adapting of what is good in the French System of training which produces civil servants capable of carrying on the administration regardless of the political crises which periodically over-take that country. The aim, he said, should be to produce an administrator who can, with equal mastery, undertake enterprises consisting of scientist and technician. Similarly Engineers, and Doctors etc. should be so trained that they become complete masters of their own subject but not bound by its frontiers. They should be able to run the administrative side of their enterprise with equal confidence.

(s) The present system of division of responsibility between the Public Service Commission and the Establishment Division should be further developed so that while the Establishment Division exercises executive control over all civil services, it is guided by the Commission, in the exercise of that control. In other words the policy and principles should be laid down by the Commission and execution of policy should be left to the executive. The Commission should delegate powers to Ministries and Departments where necessary, on the basis of rules, approved by them.

(t) The responsibility for efficiency and discipline of services and departments should firmly be placed on the heads of services and departments.

(u) Inspection and Supervision work should be made one of the essential ingredients of fitness for promotion.

ANNEXURE TO APPENDIX—A

THE COMMISSION'S VIEW ON HOW PAY OF CIVIL SERVICES SHOULD BE FIXED

(a) Some discontent is noticeable among civil servants because it is felt that invidious distinctions have been made in fixing the pay scales of different services and posts. Some loose talk also seems to persist about C.S.P. Officers being members of an " elite " service. Therefore they receive higher pay and emoluments than is given to members of other civil services. It is necessary to remove these misapprehensions. The best way to do so is by making it known to civil servants that pay scales in all cases are determined scientifically and that higher pays go with higher responsibilities and not with any particular service.

(b) The Commission would advise that pay scales should be reviewed every 5 years, in consultation with them, so that disparities and anomalies which creep into the pay scales during the intervening periods, are removed.

(c) In paragraphs below an attempt has been made to explain, in very simple language, the principles and methods which should govern the determination of the pay of civil servants in Pakistan.

THE PRINCIPLES AND METHODS OF DETERMINING PAY

(a) There are two components of a wage :—

(i) The basic wage, and

(ii) The secondary (or marginal) wage.

An adult male employee no matter how unskilled, should receive a basic wage at least sufficient to sustain him and his dependents in frugal comfort. Socially the basic wage should be sufficient to meet the basic needs of the employee. Economically, it should be as high as the Government can afford.

(b) To the basic pay are added such amounts as are deemed necessary to compensate the employee for such skills and other necessary qualifications as are required for his occupation and which lift him above the unskilled labour.

(c) The statisticians measure the changes in the price of goods and express them in terms of points. Pay scales are then moved in accordance with increments of points which usually go upwards.

(d) As the cost of living goes up the standard salaries are augmented with such items as the cost of living allowance and, where permissible, also with house rent, transport and local compensatory allowances, etc. If the cost of living allowance changes subsequent to determination of the standard salaries the amount of change is separately expressed, pending next opportunity to incorporate it in the new standard salary.

(e) Salary scales are so fixed as to allow for advancement from the minimum to maximum of the scale by way of increments. The principle being that a public servant's efficiency increases with his experience.

(f) The minimum salary reflects the community's standard of remuneration for work value of the lowest order. The maximum salary is determined by what the Government can afford to pay to its top-most ranks, *e.g.* Secretaries, Heads of Departments and Directors General. Intermediate scales are adjusted within the minimum and maximum in consideration of the following factors :—

(i) Element of skill and manual art ;

(ii) Educational qualifications ;

(iii) Training and experience ;

(iv) Degree of responsibility shouldered in the intermediate ranks ; and

(v) Responsibilities discharged while performing the highest functions.

(g) In applying these factors care is taken to ensure that :—

(i) Similar class of work receives similar pay ;

(ii) Anomalies are avoided at all cost as they give rise to frustration and discontent, and

(iii) Some provision is made whereby consultation can take place with the Government employees.

Note.—In explaining these factors and in making certain recommendations in regard to improving the pay scales of the policemen in the executive grades, the C.P.S.C. have no intention of anticipating the recommendations of the Pay and Services Commission. They have no doubt that the Pay and Services Commission will fix the pay of the Police Service and other services in a just and fair manner.

APPENDIX B

(*Vide* para. 6)

The following are some of the changes made in the new Constitution in the terms and conditions of the Members of the Public Service Commission and the functions and responsibilities of the Public Service Commission.

(a) TERMS AND CONDITIONS OF SERVICE

(i) Terms and conditions of service of the Members of the Commission were, under the late Constitution, to be determined by the President [Article 185 (a)]. The new Constitution provides their determination by Act of Central Legislature or, until so determined, by the President.

(ii) Under Article 186 (1) of the late Constitution the Chairman and Members of the Commission were appointed by the President "in his discretion". These words are absent from Article 182 (1) of the new Constitution.

(iii) According to Article 186 (2) of the late Constitution not less than half of the Commission's Members were to be persons who had held office in the service of Pakistan for a minimum of 15 years. In the new Constitution, the pre-requisite of 15 years' service does not appear. Any one who is or has been some time before his appointment, in the service of Pakistan, is eligible for appointment as Member of the Commission.

(iv) The term of office of the Chairman and Members of the Commission was five years under Article 186 (3) of the late Constitution. It is now 3 years—under Article 184 (1) of the new Constitution.

(v) Article 186 (5) of the late Constitution debarred the Chairman and Members of the Commission from entering the service of Pakistan on ceasing to hold office in the Commission. In the corresponding Article—182 (4)—of the new Constitution, the Chairman|Members of the Commission, who were in the service of Pakistan at the time of appointment as such, can return to the post|service held by them before their appointments.

(vi) Under the new Constitution, the Chairman|Members are required to make an oath (Article 183). This provision did not exist in the late Constitution.

(b) FUNCTIONS

(vii) Under the late Constitution the President made regulations in regard to matters on which the Commission shall not be consulted—Article 188 (2). Under the new Constitution the Commission is to be consulted before a case is withdrawn from the purview of the Commission—Article 185 (2).

(viii) Matters affecting " terms and conditions of service " in relation to the All Pakistan Services, the civil services of the Centre and civil posts connected with the affairs of the Centre, have been included among the subjects on which the Commission shall be consulted—Article 185 (2) (d).

(ix) The following two subjects are not mentioned in the new Constitution :—

(a) Consultation with the Commission on cases of Re-imbursement of the claims regarding the expenses incurred by a Government Servant in defending himself in legal proceedings instituted against him in respect of acts done or purported to be done in the execution of his duty.

(b) Claims for award of a pension or allowance in respect of injuries sustained while serving under the Government.

(x) According to Article 187 of the new Constitution, the Governor of a Province, with the approval of the President, can refer to the C.P.S.C., a matter relating to the services|posts of the Province.

(xi) Under Article 185, when its advice is not accepted, the Commission has to be informed.

(xii) The new Constitution imposes a time limit for the submission of the annual report on the working of the Commission—Article 189 (1).

APPENDIX C

(*Vide para* 10)

Following is the summary of the Commission's recommendations to the Constitution Commission and the Cabinet Sub-Committee on Constitution :—

(a) The Chairman and Members of the Commission should be appointed by the President in his discretion.

(b) The tenure of office of the Chairman and Members should be five years.

(c) The Commission remain an autonomous body. Its independence should be assured by not treating it as an attached office but placing its connection with the Government on the same footing as the connection of the Supreme Court is with the Central Government.

(d) The Members shall not be removed from office except on ground of misbehaviour or infirmity and in the manner applicable to a High Court Judge. They should be debarred from further employment under the Government on the termination of their office.

(e) The functions of the Public Service Commission should be to conduct examinations for appointment to the services and posts in Pakistan and to ensure that civil servants are impartially recruited, and properly trained. The role of the Public Service Commission should be to protect the Civil Service from personal and political influence and secure for the Civil Servants fair and just treatment in accordance with their terms and conditions of service, so that they can work as efficient and impartial instruments for execution of policy regardless of the complexion of the government they are serving.

The President should consult the Commission in all matters of principle relevant to public service personnel management including the recruitment of candidates, determination of the qualifications of the candidates for civil services and posts, organisation of civil services and departments, promotions, transfers, pensions, disciplinary cases, appeals and award of allowances in respect of injuries sustained by a Government servant.

It should be the Commission's duty to advise on any other matters not covered by the above, when it is of opinion that such advice is necessary in the interest of the Government and the civil service.

(f) The advice of the Commission should be accepted subject to review by the President in his discretion.

(g) No temporary appointment should be made by any Ministry for a period of more than six months without the approval of the Commission unless the Commission have failed to recommend a candidate within ten days of being first asked to do so.

(h) The Commission should have access to such official documents and records and may obtain all such information from Secretaries of the Government departments, as may be necessary for the effective discharge of their functions.

(i) The Commission should submit a report annually to the President together with a memorandum containing (i) cases in which the Commission's advice was not accepted and the reasons thereof, and (ii) matters on which the Commission ought to have been consulted but were not consulted, and the reasons thereof.

APPENDIX D

(*Vide para* 10)

In January 1962, the Commission circulated an explanatory note to the Governors and Central Ministers, enunciating the general principles governing the membership and shape and form of public service management bodies for Pakistan. It was explained in the note that the basic role of a Public Service Commission was to create an efficient and impartial civil service by ensuring its stability and protecting it from political or personal influence. Such a role entailed the dual responsibility of securing, on the one hand fair dealing for the civil servants in accordance with terms and conditions of their service and on the other, ensuring for the tax payer the best return, in terms of efficiency, integrity and discipline for the public funds spent on the civil service. Such a responsibility, the note explained, could not appropriately be entrusted to serving civil servants, as it would be unfair to expect them to hold the balance on the one side between civil servants and the Government and on the other between civil servants themselves. Besides, public service management by public servants themselves is characterised by inter-departmental rivalries, pre-conceived notions and a traditional reluctance to march with the times. Only an impartial body outside the Government should be entrusted with these responsibilities. In a heterogenous society of our country with all its parochial loyalties and religious prejudices, the need for a highly placed impartial body was even greater.

It was for similar reason that in countries like the U.S.A., Canada, Ceylon and many other countries which have adapted the British pattern, public service management bodies are given an autonomous status and are invested with mandatory powers under the Constitution. To ensure complete independence of members, they are appointed by Head of the State in his discretion, and are debarred from further employment under the Government. They are not removable from the office except through impeachment proceedings.

For Pakistan, the Note explained, an advisory Commission would be more appropriate firstly because the decisions of the Commission would not always be infallible. Therefore there should be some authority above the Commission, which can put right its decisions when they go wrong just as the Commission are there to act as a watchdog on behalf of the President and put right the mistakes if any occur on Government side. The whole purpose of the Public Service Commission would be frustrated unless the entire field of public service management was kept within its advisory purview and unless its advice was made binding on the Government subject only to review by the President in his discretion. It would be wrong, the Note pointed out, to keep such an expensive advisory body and then decide to do without its advice, when it came to deal with important matters.

Appendix E

(*Vide* Para 1

(a) *Staff of the Central Public Service Commission as on the 1st January* 1962.

(A) *Gazetted.*

1.	Secretary	1
2.	Deputy Secretary	1
3.	Assistant Secretaries	3
4.	Chief Psychologist	1 (Vacant).
5.	Senior Psychologists	2 (Vacant).
6.	Junior Psychologists	2 (Vacant)
7.	Educational Consultant	1 (Vacant).
8.	Private Secretary to the Chairman	1

(B) *Non- Gazetted.*

1.	Superintendents	8
2.	Assistants-in-Charge	2
3.	Assistants	47
4.	Confidential Assistants	3
5.	Stenographers	9
6.	Stenotypists	6
7.	Upper Division Clerks	7
8.	Lower Division Clerks	41
9.	Librarian	1
10.	Statistical Assistants	4
11.	Testers	3

(C) *Class IV.*

1.	Gestetner Operator	1
2.	Record Sorters	2
3.	Daftaries	5
4.	Jamadar	1
5.	Peons	25

(D) *Staff paid out of the contingencies.*

1.	Coolie/Peon	1 (at Dacca).
2.	Sweepers	4 including (One each at Dacca and Lahore).

Dacca Branch.

1.	Superintendent	1
2.	Nazir/Upper Division Clerk	1
3.	Lower Division Clerk	1
4.	Peon	1

Lahore Branch.

1.	Superintendent	1
2.	Upper Division Clerk	1
3.	Lower Division Clerk	1
4.	Peon/Chowkidars	2

(b) *Staff Sanctioned during the year* 1962 :

1.	Research Officers	2
2.	Statistical Assistants	2
3.	Supervisor of Examinations, Lahore Centre	1

(c) *Officiating Promotions made in Leave and other Temporary Vacancies during the year under Report.*

1. Mr. Sardar Ahmad, Deputy Secretary officiated as Secretary, Central Public Service Commission, *vice* Mr. S. M. Afzal from 1-2-62 to 3-4-62.

2. Mr. Anwarul Hasan Qureshi, permanent Assistant Secretary officiated as Deputy Secretary, *vice* Mr. Sardar Ahmad as under :—

(*i*) From 1-1-62 to 12-1-62.
From 1-2-62 to 3-4-62.

(*ii*) From 30-4-62 to 11-6-62.

3. Mr. A. A. Usmani, permanent Superintendent officiated as Assistant Secretary during the year as under :—

(*i*) From 1-1-62 to 12-1-62
From 1-2-62 to 3-4-62

(*ii*) From 30-4-62 to 11-6-62

(*iii*) From 26-10-62 to the close of the year.

4. Mr. I. H. Alvi, permanent Superintendent, officiated as Assistant Secretary during the year as under :—

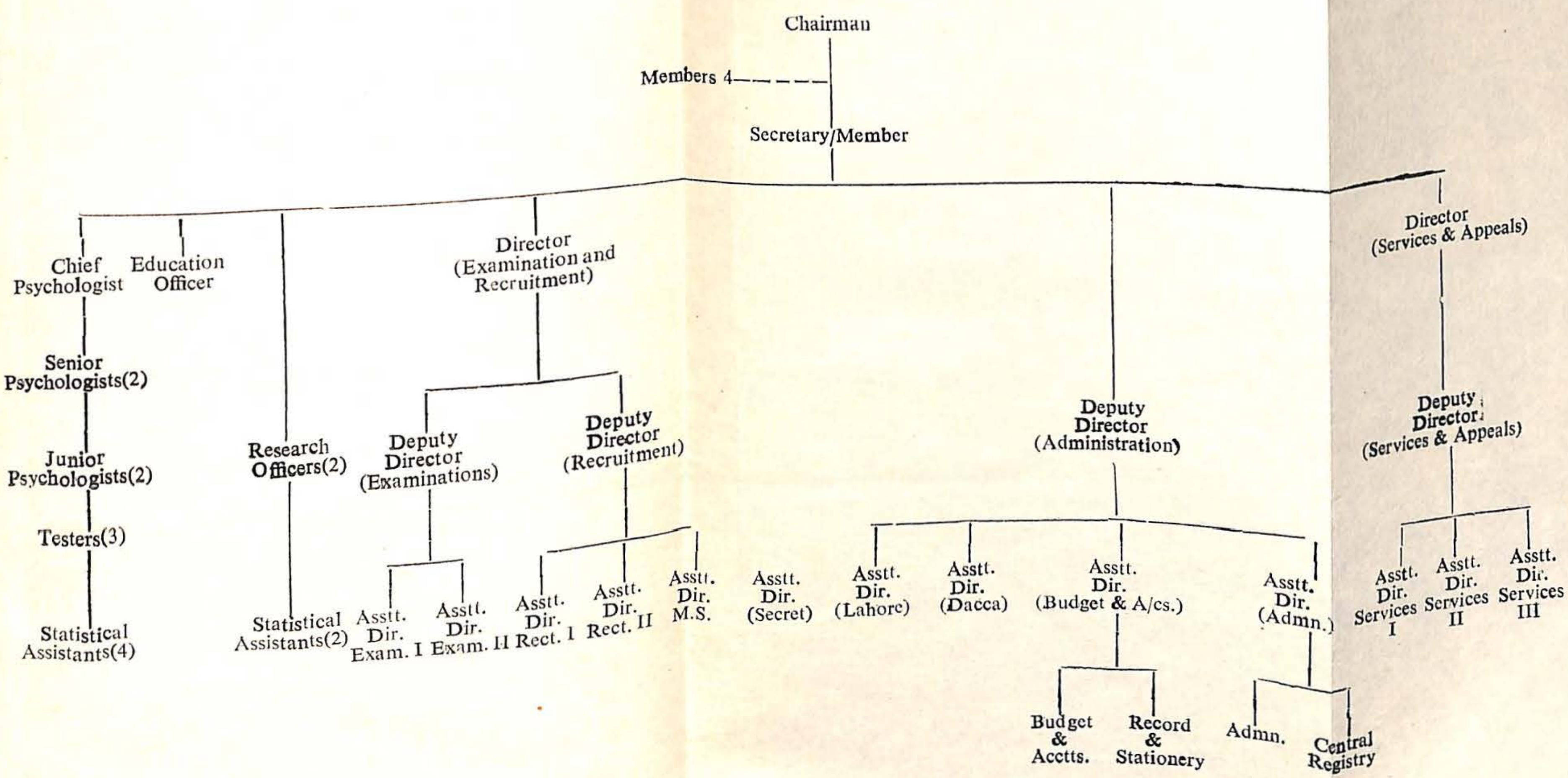
(*i*) From 1-1-62 to 12-1-62.

(*ii*) From 30-4-62 to 11-6-62.

APPENDIX F

(*vide* para. 23)

ORGANISATION CHART OF THE CENTRAL PUBLIC SERVICE COMMISSION



																			Working strength	Leave Reserve	Total
																			13	1	14
rs in Short-	..	..	..	..	..	..	..	2	..	..	..	..	..	..	..	..	..	--	2	--	
Chairman ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	1	..	
.. ..	1	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	1	--	
-Charge ..	..	..	..	..		..	..	..	1	..	..	1	1	..	1	..	..	..	4	--	
ts ..	2	1 (Librarian)	..	5	5	4	4	4†	5	..	..	4	3	3	..	1	1	1	43	4	
phers ..	..	..	..	..	..	..	..	..	..	..	1	..	..	..	..	..	..	..	12	1	
pists ..	..	..	..	1	1	1	1	1	1	..	..	1	..	1	..	1	1	1	19	2	
..	..	..	..	..	..	..	..	..	..	1	1	*2	..	..	1	..	..	..	5	--	
.. ..	2	..	..	3	3	2	2	2	1	1	..	3	4	2	6	..	..	..	31	3	

*including Cashier.

7-12-62 2-1-63 5-1-63 Total

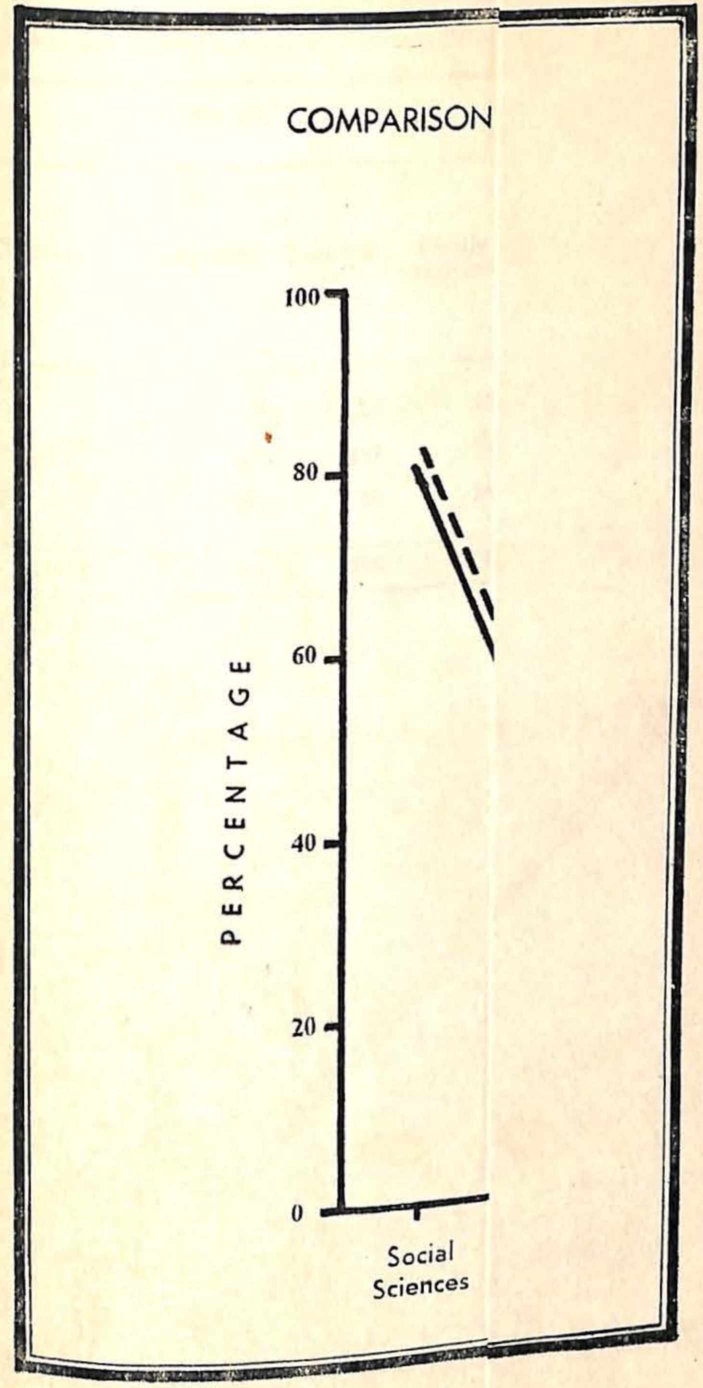
APPENDIX G

(*Vide* para. 32)

Statement showing (i) *No. of offers in each individual optional subject and group of subjects* (ii) *Percentage of successful candidates in each individual optional subject and group of subjects in the Central Superior Services Examination*, 1961.

Sl. No.	Groups and Subjects	Appeared	Absent	Total (Offers)	Failed	Passed	Pass Percentage	Percentage of Offers	REMARKS
1	2	3	4	5	6	7	8	9	10
	I. *Social Sciences*								
1.	History of Pak. and India	414	24	438	20	394	95	14·7	(1) Candidates qualified finally 118
2.	British History	110	4	114	2	108	98	3·8	
3.	European History	163	19	182	13	150	92	6·1	(2) Candidates failed in *Viva Voce* .. 138
4.	Islamic History and Culture ..	81	3	84	..	81	100	2·8	(3) Candidates failed in written test .. 515
5.	History of the U.S.A.	159	7	166	12	147	92	5·6	
6.	Political Science	215	15	230	10	205	95	7·8	Total No. of candidates appeared (including absentees) 771
7.	Economics	122	9	131	3	119	98	4·4	
8.	Law	117	12	129	3	114	97	4·4	
9.	Mercantile Law	208	17	225	13	195	94	7·6	
10.	Constitutional Law	265	15	280	24	241	91	9·5	
11.	International Law	97	16	113	4	93	96	3·8	
12.	International Relations	111	8	119	5	106	96	3·9	
13.	Psychology	23	4	27	6	17	74	0·9	
14.	Philosophy	19	3	22	1	18	95	0·8	
15.	Sociology	104	8	112	28	76	73	3·8	
16.	Public Administration	9	3	12	..	9	100	0·5	
	Grand Total ..	2,217	167	2,384	144	2,073	93.5	80·4	

1	2	3	4	5	6	7	8	9	10
	II. *Pure Sciences*								
1.	Physics	27	2	29	3	24	89	1·0	
2.	Chemistry	11	4	15	..	11	100	0·5	
3.	Pure Mathematics	19	3	22	2	17	89	0·8	
4.	Applied Mathematics	9	2	11	3	6	67	0·4	
5.	Botany	16	3	19	2	14	89	0·6	
6.	Geology	4	3	7	1	3	75	0·2	
7.	Zoology	3	4	7	1	2	67	0·2	
	Grand Total ..	89	21	110	12	77	86·5	3·7	
	III. *General Sciences*								
1.	Geography	29	3	32	4	25	80	1·1	
2.	Statistics	30	2	32	9	21	70	1·1	
3.	Accountancy and Auditing ..	41	3	44	3	38	93	1·4	
4.	Agriculture	12	2	14	2	10	83	0·5	
	Grand Total ..	112	10	122	18	94	83·9	4·1	
	IV. *Languages*								
1.	*Pakistani Languages*	*213*	*20*	*233*	*8*	*205*	*96*	*7·8*	
2.	Foreign Languages	55	8	63	8	47	85	2·1	
3.	English Literature	52	2	54	1	51	98	1·9	
	Grand Total ..	320	30	350	17	303	94·7	11·8	
	NET TOTAL ..	2,738	228	2,966	191	2,547	..	100·0	


COMPARISON
PERCENTAGE
100
80
60
40
20
0
Social Sciences

APPENDIX H

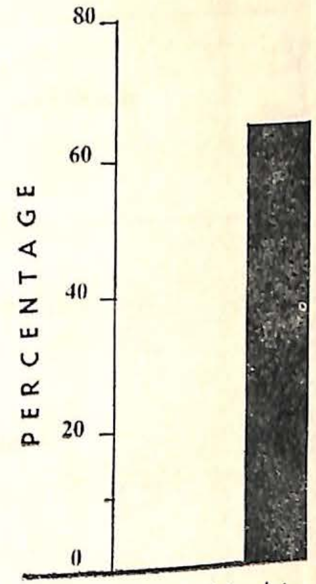
(*vide* para. 32)

Table showing Performance of Different Division Holders at the C.S.S. Exam., 1961.

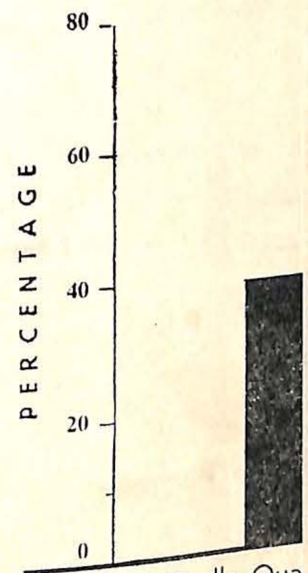
Division	No. of Candidates: Appeared	No. of Candidates: Qualified in Written	No. of Candidates: Finally Qualified	Percentage of Candidates: Qualified in written	Percentage of Candidates: Finally Qualified	Percentage of Candidates: In relation to the Total No. of Candidates appeared	Percentage of Candidates: In relation to the finally qualified candidates
1st	45	29	18	64·44	40·00	5·84	15·25
2nd	365	158	74	43·29	20·27	47·34	62·71
3rd	361	69	26	19·11	7·20	46·82	22·04
Total ..	771	256	118	33·20	15·30	100·00	100·00

PERFORMANCE OF CANDIDATES WITH I

C.S.S. EXA



Qualified in



Finally Qua

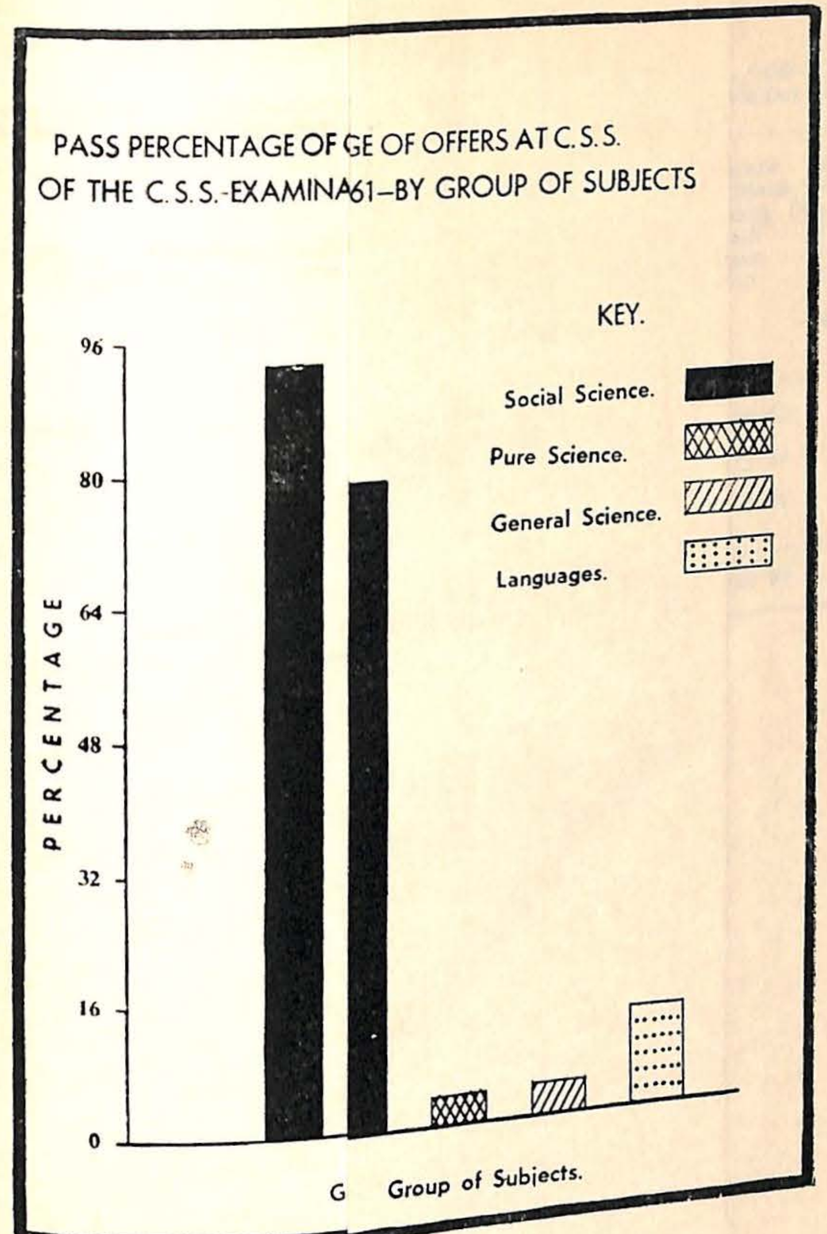
APPENDIX I

(*Vide* para. 32)

Statement showing the number and percentage of offers in each individual and group of optional subjects in relation to 118 *Qualified Candidates in the C.S.S. Examination*, 1961.

S. No.	Subject & Group of Subjects	Total No. of offers in the Examination	No. of offers in relation to the qualified candidates	Percentage of offers in relation to qualified candidates
1	2	3	4	5
I.	*Social Sciences*			
1.	History of Pak. & India	438	51	10·9
2.	British History	114	20	4·3
3.	European History	182	36	7·6
4.	Islamic History & Culture	84	7	1·5
5.	History of the U.S.A.	166	37	7·8
6.	Political Science	230	39	8·3
7.	Economics	131	25	5·3
8.	Law	129	21	4·5
9.	Mercantile Law	225	37	7·8
10.	Constitutional Law	280	54	11·5
11.	International Law	113	16	3·4
12.	International Relations	119	28	6·0
13.	Psychology	27	4	1·0
14.	Philosophy	22	2	0·4
15.	Sociology	112	19	4·0
16.	Public Administration	12	4	1·0
	Grand Total	2,384	400	85·3
II.	*Pure Sciences.*			
1.	Physics	29	3	0·7
2.	Chemistry	15	1	0·2
3.	Pure Mathematics	22	2	0·4
4.	Applied Mathematics	11	1	0·7
5.	Botany	19	1	0·
6.	Geology	7	1	0·2
7.	Zoology	7	..	..
	Grand Total ..	110	9	1·9

1	2	3	4	5
III. *General Sciences*				
	1. Geography	32	5	1·1
	2. Statistics	32	5	1·1
	3. Agriculture	44	1	0·2
	4. Accountancy & Auditing	14	5	1·1
	Grand Total ..	122	16	3·5
IV. *Languages*				
	1. Pakistani Languages	233	26	5·5
	2. Foreign Languages	63	6	1·3
	3. English Literature	54	12	2·6
	Grand Total ..	350	44	9·3
	NET TOTAL ..	2,966	469	100



Statement showing the Distributi... Training) in the C.S.S. Exam...

Description of University Degrees.	C... A...
B.A.	
B.Sc.	
B.Com.	
Total ..	

APPENDIX L

(*Vide* para. 62)

Examination held for Recruitment to the Ministerial Services during the year 1962.

Examination held for Recruitment of	Vacancies	Exam. held	Applicants			Admitted			Appeared			Successful		
			Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1. Assistants	No Examination was conducted.													
2. U.D.Cs. ..														
3. L.D.Cs. ..														
4. Stenographers* ..	70	1	729	1	730	718	1	719	651	1	652 ‡	Result yet to be declared.		
5. Stenotypists† ..	440	1	607	1	608	584	1	585	530	1	531 §	98	..	98
Total ..	510	2	1,336	2	1,338	1,290	2	1,292	1,181	2	1,183	98	..	98

(*) 11 applications were rejected.

(†) 23 ,, ,, ,,

(‡) 67 candidates absented themselves.

(§) 54 candidates absented themselves.

APPENDIX M

(*Vide* para. 73)

Superior Services Probationers (Final Passing Out) Examination and Re-examination held during the year 1962.

Name of Service	Place	Appeared 1st time	Appeared 2nd time	Appeared 3rd time	Appeared 4th time	Appeared Total	Successful 1st time	Successful 2nd time	Successful 3rd time	Successful 4th time	Successful Total
1. Civil Service of Pakistan ..	.. (*i*) Lahore (*ii*) London(*) ..	28	6	1	..	35	25‡	6	..	..	31
	Total ..	28	6	1	..	35	25	6	..	..	31
2. Pak. Foreign Service Exam. and Interpretership Exam. in French.	(*i*) Karachi ..	3	..	..	..	3	2	..	..	..	2
	(*ii*) Karachi ..	..	1	..	..	1	..	1	..	..	1
	Total ..	3	1	..	..	4	2	1	..	..	3
3. Police Service of Pakistan ..	.. (*i*) Sardah ..	7	..	..	..	7	6§	..	..	..	6
	(*ii*) Lahore ..	..	2	..	..	2	..	1	..	..	1
	Total ..	7	2	..	..	9	6	1	..	..	7
4. Finance and other Services ..	Karachi ..	..	..	..	1	1	..	..	..	1	1
	Dacca ..	..	..	..	1	1	..	..	..	..	..
	Lahore ..	21†	..	..	1	22	8	..	..	..	8
	Total ..	21	..	..	3	24	8	..	..	1	9

(*) One Probationer who had to appear from London absented.

(†) The candidates examinend at Lahore were interviewed at Karachi.

(‡) One Probationer was awarded grace marks and allowed to pass.

(§) Two Probationers were awarded grace marks and allowed to pass.

APPENDIX N

(*Vide* para. 73)

Failures of Superior Services Probationers (Final Passing Out) Examination & Re-examination held during the year 1962.

Subjects in which the Probationers failed

Name of Service	Attempts	Failed	Pakistan Penal Code	Criminal Procedure Code	Revenue Systems	Development Scope	Public Administration	Bengal Revenue Law	Criminal Law with Books	Criminal Law without Books	Accounts with Books	Book-keeping and Accountancy	Bengali (written)	Urdu (written)	Urdu (Oral)	*Viva Voce Test*	REMARKS
1. Civil Service ..	.. 1st	3	2	2	1	1	1	..	..	..	..	..	..	..	..	..	
	2nd	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
	3rd	1	..	..	..	..	..	1	..	..	..	..	..	..	..	..	
	Total	4	2	2	1	1	1	1	..	..	..	..	..	..	..	..	
2. Foreign Service	.. 1st	1	..	..	..	..	..	..	..	..	..	..	..	..	..	1	
3. Police Service of Pakistan.	.. 1st	1	..	..	..	..	..	..	1	1	..	..	..	..	..	..	
	2nd	1	..	..	..	..	..	..	..	..	1	..	..	..	..	..	
	Total	2	..	..	..	..	..	..	1	1	1	..	..	..	..	..	
4. Finance Services	1st	13	..	..	..	..	..	..	..	..	..	4	1	1	1	9	
	4th	2	..	..	..	..	..	..	..	..	..	..	1	1	..	..	
	Total	15	..	..	..	..	..	..	..	..	..	4	2	2	1	9	

APPENDIX O

(*Vide* para. 76)

Typewriting Tests Administered to Ministerial Services Staff during the year 1962.

Designation and place	Tests held	Applied	Appeared	Successful
1	2	3	4	5
ASSISTANTS	16	127	89	..
Karachi	11	94	65	19
Rawalpindi	1	21	18	(a)
Peshawar	1	4	1	(a)
Lahore	1	1	1	1
Dacca	2	7	4	(a)
Abroad	(c)	..	..	..
UPPER DIVISION CLERKS	16	157	103	..
Karachi	11	101	65	20
Rawalpindi	1	30	24	(a)
Peshawar	1	10	7	(a)
Lahore	(c)	..	..	..
Dacca	2	12	7	2(b
Abroad	1	4	..*	..*
LOWER DIVISION CLERKS..	17	860	592	..
Karachi	11	529	346	97
Rawalpindi	1	234	188	(a)
Peshawar	1	65	49	(a)
Lahore	1	10	5	2
Dacca	2	14	4	1(b)
Abroad	1	8	..*	..*

Notes :— 1. There was no female applicant for all the three categories of examinations.

2. (a) Result not yet announced.
   (b) Result of 2nd Test yet to be announced.
   (c) Combined test of all the three cadres was conducted, but there was no applicant of this cadre for the test, hence it has been shown as nil.

(*) Information not available till the close of the year.

APPENDIX P

(*Vide* Para 76)

Proficiency Tests administered to Ministerial Services Staff During the year 1962

Test held for	Place	Tests held	Applied Male	Applied Femle	Applied Total	Appeared Male	Appeared Female	Appeared Total	Successful Male	Successful Female	Successful Total	Remarks
Stenographers ..	Karachi	2	41	..	41	17	..	17	3	..	3	
	Rawalpindi ..	1	84	..	84	62	..	62	..	..	..	
	Peshawar ..	1	11	..	11	7	..	7	..	..	..	Result yet to be announced.
	Lahore	1	1	..	1	1	..	1	1	..	1	
	Abroad ..	1	39	..	39	..	..	..	..	..	..	Not yet completed.
	Total ..	6	202	..	202	87	..	87	4	..	4	
Stenotypists ..	Karachi	2	71	..	71	38	..	38	2	..	2	
	Rawalpindi ..	1	154	..	154	109	..	109	..	..	..	Result yet to be announced.
	Peshawar ..	1	38	..	38	28	..	28	..	..	..	Do.
	Dacca	1	One candidate applied but he did not appear.									
	Abroad ..	1	7	..	7	..	..	..	..	..	..	Not yet completed.
	Total ..	6	285	..	285	175	..	175	2	..	2	
Typists	Karachi	2	28	..	28	18	..	18	6	..	6	Result of Test held in Nov. to be announced.
	Rawalpindi ..	1	184	..	184	122	..	122	..	..	..	Result yet to be announced.
	Peshawar ..	1	41	..	41	29	..	29	..	..	..	Do.
	Lahore	1	3	..	3	3	..	3	2	..	2	
	Abroad ..	1	13	..	13	..	..	..	..	..	..	Not yet completed.
	Total ..	6	298	..	298	195	..	195	8	..	8	

Note.—No Female candidate took the above Proficiency Tes s.

L 56 (62) CPSC.

APPENDIX Q

(Para 77)

Number of candidates interviewed and Recommended for ad-hoc *appointments under the various Ministries and Divisions during* 1962.

Ministry Division	Requisitions Received	Number of Posts	Applicants	Selected for interview	Actually interviewed	Recommended for appointment.	Appointments offered
1	2	3	4	5	6	7	8
I. *President's Secretariat* ..	17	44	..	..	..	..	..
Cabinet Division ..	..	..	..	..	..	..	..
Intelligence Bureau	1	1	..	..	..	..	..
Experimental Officer ..	1	1	1	1	(a)	..	..
Economic Affairs Division ..	3	27	..	..	..	..	..
Central Statistical Office ..	..	..	..	..	..	..	..
Survey Officer	1	4	(b)	..	..	..	..
Statistical Investigator ..	1	12	54	54	(a)	..	..
Field Co-ordinator ..	1	11	(b)	..	..	..	..
Establishment Division ..	6	7	..	..	..	..	..
Welfare Officer	1	1	5	(c)	..	..	..
Research Officer	1	1	8	7	(a)	..	..
Statistical Officer	1	1	3	3	(a)		..
Staff Welfare Officer ..	1	1	3	3	(a)	..	..
Evaluation Officer ..	1	2	(d)	..	..	..	..
Statistical Investigator ..	1	1	(d)	..	..	..	..
Central Public Service Commn.	5	7	..	..	..	..	..
Educational Consultant ..	1	1	31	13	(a)	..	..
Senior Psychologist ..	1	2	14	14	(a)	..	1
Research Officer I ..	1	1	12	7	7	1	
Research Officer II ..	1	1	6	4	3	1	2
Statistical Assistant ..	1	2	5	5	5	2	
Planning Division.							
Planning Commission ..	2	2	..	..	..	..	..
Deputy Chief	1	1	9	3	(a)	..	..
Librarian	1	1	(d)	..	..	..	..
II. *Ministry of Food and Agri.*	37	43	..	..	..	..	..
Food Division	2	4	..	..	..	..	..
Mechanical Engineer ..	1	1	2	2	(a)	..	..
Technical Assistant ..	1	3	(e)	..	..	..	..

1	2	3	4	5	6	7	8
Agriculture Division	35	39	..	..	..	..	..
Agriculture Division ..	2	2	..	..	..	..	..
Assistant Director ..	1	1	(d)	..	..	..	..
Technical Officer	1	1	2	2	2	(f)	..
Agricultural Economics and Statistics	2	2	..	..	..	..	..
Survey Officer	1	1	5	5	(a)	..	..
Librarian	1	1	5	3	(a)	..	..
Animal Husbandry Commission	1	1	..	..	..	..	..
Assistant Research Officer	1	1	7	(c)	..	..	..
Co-operation and Marketing Deptt.	4	5	..	..	..	..	..
Grading Officer	1	1	5	3	(a)	..	..
Grading Inspector.. ..	1	1	4	4	(a)	..	..
Grading Inspector.. ..	1	2	3	3	(a)	..	..
Wool Grading Inspector ..	1	1	3	3	(a)	..	..
Forest Department	13	13	..	..	..	..	..
Mechanical Engineer ..	1	1	(c)	..	..	..	..
Divisional Officer	1	1	4	4	(a)	..	..
Senior Research Officer (Wood)	1	1	1	1	(a)	..	..
Senior Research Officer (Timber)	1	1	1	1	(a)	..	..
Senior Research Officer (Veneer)	1	1	3	3	(a)	..	..
Junior Research Officer (Wood Seasoning) ..	1	1	1	1	1	1	..
Junior Research Officer (Wood Preservation) ..	1	1	1	1	1	1	..
Junior Research Officer (Veneer)	1	1	1	1	1	1	..
Junior Research Officer (Paper Technology) ..	1	1	1	1	1	1	..
Assistant Chemist ..	1	1	..	..	..	1(g)	..
Professor in Engg. & Survey	1	1	2	2	(a)	..	..
Assistant Silviculturist ..	1	1	(e)	..	..	..	..
Assistant Silviculturist ..	1	1	(e)	..	..	..	..
Marine Fisheries Department ..	3	4	..	..	..	..	..
Assistant Director ..	1	2	5	5	(a)	..	..
Biologist	1	1	(d)	..	..	..	..
Oceanographer	1	1	(d)	..	..	..	.

1	2	3	4	5	6	7	8
Plant Protection Department ..	9	11	..	..	..	..	..
Deputy Director	1	1	5	5	(j)	..	..
Systematic Mycologist ..	1	1	3	3	(a)	..	..
Asstt. Quarantine Mycologist	1	1	2	2	(a)	..	..
Radio Electrical Engineer ..	1	1	(c)	..	..	..	..
Senior Engineer	1	3	2	2	(a)	..	..
Junior Engineer	1	1	1	1	(a)	..	..
Chief Pilot	1	1	(d)	..	..	..	..
Assistant Chemist ..	1	1	5	(c)	..	..	..
Asstt. Aerial Pest Control Officer	1	1	(d)	..	..	..	..
Zoological Survey Department	1	1	..	..	..	..	..
Ichthyologist	1	1	3	3	(a)	..	..
III. *Ministry of Rehabilitation and Works*	1	1	..	..	..	..	..
Works Division	1	1	..	..	..	..	..
Pak. P.W.D.							
Jr. Architect	1	1	(e)	..	..	..	..
IV. *Ministry of Commerce* ..	12	32	..	..	..	..	..
Commerce Division	1	1	..	..	..	..	..
Research Officer	1	1	7	5	(a)	..	..
Directorate General, Ports and Shipping	2	2	..	..	..	..	..
Executive Officer	1	1	(d)	..	..	..	..
Accounts Officer	1	1	3	2	2	(j)	..
Imports & Exports Deptt. ..	1	1	..	..	..	..	..
Executive Officer	1	1	17	(c)	..	..	..
Tariff Commission ..	1	2	..	..	..	..	..
Research Officer	1	2	..	..	..	2(g)	..
Bureau of Tourism	4	19	..	..	..	..	..
Assistant Director ..	1	1	(d)	..	..	..	..
Public Relations Officer ..	1	5	69	21	(a)	..	..
Statistician	1	1	1	1	(a)	..	..
Tourist Information Asstt. ..	1	12	114	110	(a)	..	..
Trade Promotion & Commercial Intelligence	3	7	..	..	..	..	..
Research Officer	1	1	(d)	..	..	..	..
Investigators	1	2	..	..	..	2(g)	..
Investigators	1	4	51	(c)	..	..	..
V. *Ministry of Communications*	13	37	..	..	..	..	..
Communications Division	3	3	..	..	..	..	..
Medical Specialist ..	1	1	6	(c)	..	..	..
Lecturer in Accountancy ..	1	1	9	8	(a)	..	..
Lecturer in Transport Economic	1	1	3	3	(a)	..	..

1	2	3	4	5	6	7	8
Directorate General, Pakistan Telegraphs & Telephones ..	1	25	..	..	..	..	..
Asstt. Divisional Engineer ..	1	25	(d)	..	..	..	..
Mercantile Marine Deptt. ..	4	4	..	..	..	..	..
Engineer-*Cum*-Shipping Surveyor.	1	1	(d)	..	..	..	..
Engineer Instructor ..	1	1	(d)	..	..	..	..
Nautical Instructor ..	1	1	2	2	2	1	..
Head Master	1	1	6	3	3	1	..
Pakistan Eastern Railway ..	4	4	..	..	..	..	..
Dental Surgeon	1	1	(e)	..	..	..	..
Dist/Divisional Medical Officer.	1	1	(e)	..	..	..	..
Lady Asstt. Surgeon ..	1	1	9	(c)	..	..	..
Chemist & Metallurgist ..	1	1	(i)	..	..	..	..
Pakistan Western Railway ..	1	1	..	..	..	..	..
Surgical Specialist ..	1	1	(d)	..	..	..	..
VI. *Ministry of Defence* ..	6	81	..	..	..	..	..
Civil Aviation Deptt... ..	4	66	..	..	..	..	..
Executive Engineer ..	1	1	12	(c)	..	..	..
Asstt. Aerodrome Officer ..	1	25	173	127	125(a)	..	..
Asstt. Communication Officer	1	15	89	76	48(a)	..	–
Asstt. Communication Engineer	1	25	90	85	76(a)	..	..
Cypher Department ..	1	1	..	..	..	..	..
Asstt. Cypher Officer ..	1	1	9	8	(a)	..	..
Meteorological Deptt... ..	1	14	..	..	..	..	..
Assistant Meteorologist ..	1	14	(d)	..	..	..	..
VII. *Ministry of Education and Information*	22	89	..	..	..	..	..
Education Division	14	23	..	..	..	..	..
Education Division.. ..	2	4	..	..	..	..	..
Asstt. Educational Advisor	1	1	4	4	(a)	..	..
Technical Assistant ..	1	3	6	(c)	..	..	..
Department of Archaeology ..	4	4	..	..	..	..	..
Superintendent of Publications	1	1	4	(c)	..	..	..
Asstt. Electrical Engineer ..	1	1	3	(c)	..	..	..
Architect..	1	1	1	(f)	..	..	..
Architect..	1	1	(e)	..	..	..	..
Central Bureau of Education	3	10	..	..	..	..	..
Technical Asstt. (Statistics)	1	3	(e)	..	..	..	..
Technical Asstt. (Documentary)	1	1	2	(c)	..	..	..
Technical Assistant ..	1	6	(d)	..	..	..	..

1	2	3	4	5	6	7	8
Directorate of Archives and Libraries	5	5	..	..	..	..	..
Micro-Filming and Photostating Officer	1	1	5	(c)	..	..	..
Jr. Micro Filming & Photostating Officer ..	1	1	5	(c)	..	..	..
Bibliographer	1	1	7	(c)	..	..	..
Librarian	1	1	7	7	(a)	..	..
Additional Librarian ..	1	1	3	3	(a)	..	..
Information and Broadcasting Division	8	66	..	..	..	..	..
Basic Democracy	1	1	..	..	..	..	..
Progress Evaluating Officer ..	1	1	5	(c)	..	..	..
Deptt. of Films & Publications	5	7	..	..	..	..	..
Asstt. Director	1	1	10	(c)	..	..	..
Film Producer	1	1	10	4	(a)	..	..
Assistant Laboratory Superintendent	1	1	6	6	(a)	..	..
Scenerist	1	1	4	3	(a)	..	..
Cameraman	1	3	(b)	..	..	..	..
Radio Pakistan	2	58	..	..	..	..	..
Radio Engineer	1	57	187	(k)	..	..	..
Reference Officer	1	1	14	5	(a)	..	..
VIII. *Ministry of Finance* ..	4	44	..	..	..	..	..
Finance Division	1	1	..	..	..	..	..
Resident Economist ..	1	1	6	(c)	..	..	..
Central Board of Revenue ..	2	3	..	..	..	..	..
Assistant Chemical Engineer	1	1	5	3	(a)	..	..
Statistical Investigator	1	2	..	..	..	2(g)	..
Income Tax Department ..							
Income Tax Officer ..	1	40	(d)	..	..	..	..
IX. *Ministry of Health, Labour and Social Welfare* ..	36	43	..	..	..	..	..
Health Division	27	30	..	..	..	..	..
Deputy Director	1	1	4	(c)	..	..	..
Deputy Assistant Director (Gl)	1	1	1	(c)	..	..	..
Assistant Director (General)	1	1	6	(c)	..	..	..
Assistant Director (Maternity and Child Health) ..	1	1	4	(c)	..	..	..
Advisory Pharmacist-*Cum*-Chemist	1	1	7	6	(a)	..	..
Radiologist	1	1	15	3	(a)	..	..
Dental Surgeon	1	1	..	..	..	1(g)	..
E.N.T. Specialist ..	1		3	3	3	1	..
Deputy Medical Superintendent		1	1	1	1	1	..

1	2	3	4	5	6	7	8
Assistant Superintendent ..	1	1	9	5	(a)	..	..
Port Health Officer ..	1	1	1	1	1	1	..
Assistant Depot Manager ..	1	1	6	1	(a)	..	..
Blood Bank Officer ..	1	1	2	1	1	1	..
Public Health Engineer ..	1	1	2	(f)	..	..	..
Deputy Port Health Officer	1	2	2	(c)	..	..	..
Medical Officer	1	2	3	3	3	1	1
Malaria Officer	1	1	(e)	..	..	..	..
Malaria Officer	1	1	(e)	..	..	..	..
Manager, Animal Farm ..	1	1	5	4	(a)	..	..
Medical Officer	1	1	(d)	..	..	..	..
Officer Incharge	1	1	(d)	..	..	..	..
Investigator	1	2	(d)	..	..	..	..
Assistant Chemist ..	1	1	1	(c)	..	..	..
Clinician Leader	1	1	1	(c)	..	..	..
Clinician	1	1	2	(c)	..	..	..
Bio-Chemist (Senior) ..	1	1	2	(c)	..	..	..
Bio-Chemist Leader ..	1	1	1	(f)	..	..	..
Bureau of Laboratories ..	2	2	..	..	..	..	..
Deputy Director	1	1	3	3	2	(f)	..
Deputy Section Officer ..	1	1	3	(c)	..	..	..
Director of Nutrition and Research	2	2	..	..	..	..	..
Statistician	1	1	2	2	(a)	..	..
Assistant Researh Officer ..	1	1	4	4	4	1	..
Labour and Social Welfare Division	5	9	..	..	..	..	..
Principal	1	3	7	(c)	..	..	..
Vice Principal	2	4	14	(c)	..	..	..
Essential Personnel Officer	1	1	1	1	(a)	..	..
Assistant Essential Personnel Officer	1	1	5	4	(a)	..	..
X. *Ministry of Home and Kashmir Affairs*	5	5	..	..	..	..	..
Home Affairs Division ..	2	2	..	..	..	..	..
Assistant Director ..	1	1	4	(c)	..	..	..
Statistical Officer	1	1	15	(c)	..	..	..
Bureau of National Reconstruction	2	2	..	..	..	..	..
Research Officer	1	1	7	(c)	..	..	..
Research Officer	1	1	34	(c)	..	..	..
Directorate of Civil Defence ..	1	1	..	..	..	..	..
Director	1	1	6	5	5	1	..

1	2	3	4	5	6	7	8
I. *Ministry of Industries & Natural Resources*	18	23	..	..	..	..	..
Industries Division	1	5	..	..	..	..	..
Examiner of Patents ..	1	5	3	3	(a)	..	..
Central Testing Laboratory ..	2	2	..	..	..	..	..
Textile Examiner ..	1	1	(d)	..	..	..	..
Gauger-*Cum*-Cement Examiner	1	1	1	1	(a)	..	..
Department of Explosives ..	1	1	..	..	..	..	..
Assistant Inspector of Explosives	1	1	4	4	(a)	..	..
Investment Promotion Bureau	1	1	..	..	..	..	..
Assistant Director ..	1	1	(d)	..	..	..	..
Natural Resources Division							
Central Engineering Adviser ..	5	6	..	..	..	..	..
Assistant Director ..	1	2	5	5	(c)	..	..
Assistant Adviser (Civil) ..	1	1	5	5	(c)	..	..
Assistant Adviser (Mech.) ..	1	1	5	5	(c)	..	..
Assistant Adviser (Elect.) ..	1	1	6	2	(c)	..	..
Geologist	1	1	3	1	1	1	..
Geological Survey of Pakistan	8	8	..	..	..	..	..
Deputy Director	1	1	(d)	..	..	..	..
Assistant Director ..	1	1	(d)	..	..	..	..
Editor	1	1	(d)	..	..	..	..
Procurement Officer ..	1	1	..	..	..	1(g)	..
Workshop Superintendent ..	1	1	(d)	..	..	..	..
Transport Officer	1	1	(d)	..	..	..	..
Stores Officer	1	1	(d)	..	..	..	..
Photogrammetrist.. ..	1	1	(d)	..	..	..	..
Ministry of Law & Parliamentary Affairs	4	6	..	..	..	..	..
Law Division	2	4	..	..	..	..	..
Income Tax Appellate Tribunal	2	4	..	..	..	..	..
Accountant Member ..	1	3	35	35	35	3	..
Judicial Member	1	1	4	4	4	1	..
Parliamentary Affairs Division	2	2	..	..	..	..	..
National Assembly of Pakistan	2	2	..	..	..	..	..
Official Reporter	1	1	20	(c)	..	..	..
Editor of Debates ..	1	1	2	(c)	..	..	..
Karachi Administration ..	1	1	..	..	..	..	..
Enquiry Officer	1	1	2	(f)	..	..	..

(a)=Interviews not completed.
(b)=Recently advertised.
(c)=Pre-selection not completed.
(d)=To be advertised.
(e)=No response.
(f)=None found suitable.
(g)=Recommended from Reserve List.
(i)=No longer under the purview of the Commission.
(j)=Requisition withdrawn by the department concerned.
(k)=Result of the written test has since been announced. Interview is yet to be

APPENDIX R

(*Vide* para 82)

Examinations/Tests held for filling up of Vacancies in ad hoc Appointments under the various Ministries & Divisions during the Year 1962

Examination/Test	Ministry/Division	Vacancies	Tests held	Applicants	Admitted	Appeared	Successful	Interviewed	Recommended for appointment	Received offer of appointment
1	2	3	4	5	6	7	8	9	10	11
Radio Engineers Examination.	*Ministry of Education and Information*. (Information & Broadcasting Division).	57	1	187	173	92	46	*	..	..
Official Reporters (English).	*Ministry of Law & Parliamentary Affairs* (Parliamentary Affairs Division), National Assembly of Pakistan.	2	1	20	20	11	†	..	..	..

* Interviews not yet completed.
† Result yet to be announced.

APPENDIX S

(*Vide* para 85)

CASES CANCELLED DURING 1972

F.4/3/60-R.	Recruitment to the post of Programme Analyst.
F.4/171/60-R.	Recruitment to the post of Deputy Director, Bureau of Mineral Resources.
F.4/254/60-R.	Recruitment to the post of Investigators, M/o Industries.
F.4/255/60-R.	Recruitment to the post of Survey Inspectors, M/o Industries.
F.4/7/61-R.	Recruitment to the post of Assistant Press Attache, Lagos, Nigeria.
F.4/29/61-R.	Recruitment to the post of Statistical Assistant, Programme Analysis Unit, N.D.O.
F.4/39/61-R.	Recruitment to the post of Assistant Research Analyst, N.D.O.
F.4/40/51-R.	Recruitment to the post of Assistant Director (Research), D. A. F. P.
F.4/48/61-R.	Recruitment to the post of Additional City Magistrate, Karachi.
F.4/53/61-R.	Recruitment to the post of Investigator in the P. A. U.
F.4/75/61-R.	Recruitment to the post of Progress Evaluation Officer, in the P. A. U.
F.4/102/61-R.	Recruitment to the post of Ward Rationing Officer.
F.4/137/61-R.	Recruitment to the post of Research Officer in the Ministry of Industries.
F.4/226/61-R.	Recruitment to the post of Deputy Chief for the Public Administration Section of Planning Commission.
F.4/260/61-R.	Recruitment to the post of Labour Officers (Central) under the Central Labour Commissioner's Deptt.
F.4/270/61-R.	Recruitment to the post of Assistant Press Attache, Calcutta, M/o N. R. & Information.
F.4/305/61-R.	Recruitment to the post of Deputy Director (Steel), P. I. P. S., M/o Industries.
F.4/307/61-R.	Recruitment to the post of Research Officer, M/o Fuel, Power and Natural Resources, Class I.
F.4/309/61-R.	Recruitment to the post of Economist, M/o Fuel, Power and Natural Resources
F.4/326/61-R.	Recruitment to the post of Assistant Labour Commissioner in the Deptt. of Central Labour Commissioner.
F.4/20/62-R.	Recruitment to the post of Deputy Director, Entomology, Deptt. of Plant Protection.
F.4/29/62-R.	Recruitment to the post of Engineer Instructor, Mercantile Marine Academy, Chittagong.
F.4/37/62-R.	Recruitment to the post of Assistant Adviser in the Mechanical Engineering.
F.4/38/62-R.	Recruitment to the post of Assistant Adviser in the Electrical Engineering.
F.4/55/62-R.	Recruitment to the post of Assistant Chemical Examiner for Custom House Laboratory.

APPENDIX I

(*Vide* para. 109)

List of irregularities committed by Ministries|Divisions of the Government of Pakistan in the submission of Monthly Returns relating to appointments and promotions *to the Commission.*

1. Ministry of Home and Kashmir Affairs submitted return for the period from January to December, 1959 on 12th June 1962.

2. Ministry of Defence (Finance Division) did not submit monthly return in respect of the Division proper for the period from September to December, 1961 in spite of several reminders issued during the year.

3. Ministry of Finance did not submit return in respect of the Pakistan Mint for the months of January and August to December, 1961 in spite of several reminders issued during the year.

4. Central Statistical Office did not submit monthly return for the months January, February and March, 1961 till the close of the year under report.

5. The return for the month of August, 1961 in respect of the Food and Agriculture Division and other offices under it was submitted by the Ministry of Agriculture and Works on 26th July, 1962.

6. Ministry of Health, Labour and Social Welfare did not submit return in respect of the Health Division for the period from January to April, 1961, in spite of several reminders.

7. Ministry of Industries, Natural Resources and Works did not submit return for the month of January, 1961 in respect of the Industries Division and its attached and subordinate offices, in spite of repeated reminders.

8. The Ministry of National Reconstruction and Information did not submit return in respect of Class I officers of the Press Information Department for the period from August to December, 1961, in respect of Class II officers of the Press Information Department, National Development Organization and Radio Pakistan for the months of November and December, 1961, in spite of reminders.

9. Ministry of States and Frontier Regions submitted return for the months of October, November and December, 1961 in respect of Class I Posts above the rank of Section Officers on 9|10th April, 1962.

10. Ministry of Rehabilitation and Works submitted a consolidated return for the period from August to November, 1961, in respect of Class I Officers of the Estate Office and Settlement and Claims Organisation on 30th January 1962. Information in respect of Class II officers of the above offices had not been received till the close of the year under report.

11. Economic Affairs Division did not submit monthly return for the month of July, 1961, in spite of repeated reminders.

12. Ministry of Home and Kashmir Affairs submitted a consolidated return from January to November, 1962 in respect of Civil Defence Organisation on the 31st December, 1962.

13. Ministry of Home and Kashmir Affairs did not submit return for the period from January to July, 1962 in respect of Census Organisation till the close of the year under report.

14. Ministry of Home and Kashmir Affairs did not submit return in respect of Immigration and Passport Organisation from January to June, 1962, in spite of several reminders till the close of the year under report.

15. Ministry of Industries, Natural Resources and Works did not submit the return in respect of the Industries Division and its attached and subordinate offices for the whole of the year of 1962, in spite of repeated reminders.

APPENDIX U

(*Vide para* 109)

List of irregularities committed by the Ministries|Divisions of the Government of Pakistan in the submission of Monthly Returns relating to Disciplinary cases and regarding, Qualifications, Recruitment Rules Methods of Recruitment, Compulsory Retirement, etc., to the Commission.

1. Ministry of Health, Labour and Social Welfare (Labour and Social Welfare Division) submitted a consolidated return for the period from May to December, 1960 in respect of the Central Labour Commissioner on 15th November, 1962.

2. Pakistan Telegraph and Telephone Department submitted a consolidated return for the period from September to December, 1961 in respect of Telegraph & Telephone Department on 28th April, 1962.

3. Pakistan Post Offices submitted a consolidated return for the period from September, 1961 to February, 1962 on 3rd May, 1962.

4. Ministry of Communications did not submit returns for the month of December, 1961 in respect of the Railway Board in spite of several reminders issued during the year under report.

5. Ministry of Education and Scientific Research submitted a consolidated return for the period from January to July, 1961 in respect of the Central Bureau of Education on 31st March, 1962.

6. Ministry of Finance submitted a consolidated return for the months of August to December, 1961 in respect of the Pakistan Mint, Lahore, on 13th April, 1962.

7. Ministry of Defence did not submit returns for the period from August to December, 1961 in respect of Finance Division of the Ministry of Defence in spite of repeated reminders.

8. Economic Affairs Division did not submit returns for the period from August to December, 1961 in spite of several reminders.

9. Ministry of External Affairs submitted a consolidated return in respect of the Ministry proper and its Attached and Subordinate offices for the period from January to October, 1961 on 10th January, 1962.

10. Ministry of Health, Labour & Social Welfare (Health Division) submitted a consolidated return for whole of the year of 1961 in respect of the Health Division proper and its Attached and Subordinate Offices on 7th September, 1962.

11. Ministry of Health, Labour & Social Welfare (Labour and Social Welfare Division) submitted a consolidated return for the period from January to November, 1961 in respect of the Central Labour Commissioner's Department on 15th January, 1962.

12. Ministry of Education and Information did not submit returns for the period from August to December, 1961 in respect of Class I Officers

the Press Information Department and returns for the months of November and December, 1961 in respect of Class II Officers of the Press Information Department, in spite of repeated reminders issued during the year under report.

13. Ministry of Home and Kashmir Affairs submitted a consolidated return for the whole year of 1961 in respect of the Home Affairs Division in the month of February, 1962.

14. Ministry of Home & Kashmir Affairs, Rawalpindi, submitted a consolidated return for the period from January to December 1961 in respect of the Home Affairs Division proper at Rawalpindi and Special Police Establishment on the 1st June, 1962.

15. Ministry of Industries, Natural Resources & Works submitted return for the month of February, 1961 in respect of the Rehabilitation and Works Division proper on 23rd February, 1962.

16. Ministry of Health, Labour and Social Welfare (Health Division) submitted a consolidated return for the period from January to July, 1962 in respect of the Health Division proper and its Attached and Subordinate offices on 13th October, 1962.

17. Ministry of Education and Information did not submit returns from January to October, 1962 in respect of the Press Information Department in spite of repeated reminders.

18. Ministry of Industries, Natural Resources & Works did not submit return for whole of the year of 1961 in respect of the Industries Division proper and its Attached and Subordinate offices, in spite of repeated reminders.

APPENDIX V

(*Vide* para 113)

OUTLINE OF A SCHEME FOR FUTURE RECRUITMENT AND TRAINING OF P.F.S. OFFICERS

A.—*Recruitment*

The Presidential Cabinet has decided that in future recruitment to P.F.S. will be made mainly from officers of C.S.P. and suitable officers of other services. The Central Public Service Commission are therefore not recommending any candidates for appointment to P.F.S. this year on the result of 1961 Combined Competitive Examination. The 5 vacancies intimated by the Ministry of External Affairs have accordingly been added to the number of the C.S.P. vacancies. The total number of candidates selected for C.S.P. this year include these five additional candidates.

2. Recruitment to P.F.S. this year will be made mainly from amongst trained officers of C.S.P. who have passed all their Service and Departmental Examinations. Those who have not passed all their examinations will be required to do so within three years of joining the P.F.S. failing which they will be returned to their parent service. Suitable officers from other Services will also be eligible if they fulfil the conditions laid down in the Government Recruitment Policy. The last batch of officers who have successfully completed their training and period of probation will be found amongst those who took their Competitive Examination in 1959. They should become available for posting in P.F.S. appointments by 1964. The necessity of taking fully trained and confirmed officers has arisen from the fact that they can be reverted to their parent service within three years, if they are not found suitable for confirmation in the P.F.S. The field of recruitment will presumably be restricted for the time being to those superior services which recruit their officers through competitive examinations.

3. Those selected for P.F.S. will be on probation for 2 years during which they will be expected to specialise in the professional and academic subjects prescribed for their course of training.

4. The 1963 batch of the P.F.S. officers will be selected from amongst those who have passed the 1960 Competitive Examination. It will complete its training and will be available for posting in 1965 and so the process of recruitment will continue.

5. The deficiencies in C.S.P. and other civil services arising from this arrangement, will be made good by recruitment of additional candidates every year according to the vacancies in the P.F.S. This will have to be done in such a manner as will readjust any disturbance in the application of the Recruitment Policy and shares given to the Provinces|areas in the merit list and in the quota vacancies.

B.—*Training*

I. *Place of Training*:

It is suggested that P.F.S. probationers should go to the Civil Service Academy for their training where arrangements could perhaps be made

re easily than by separate arrangements elsewhere, for accommoda-
1 of 3—5 additional trainees and the necessary teaching staff, extra
ss rooms and office accommodation that may be needed for this pur-
e.

Duration of Training:

The total period of training at the Academy and outside should be
less than 21 months which may be split up as follows:—

(a) Training at the Civil Service Academy ... *9 months.*

(b) Practical training in publicity work under arrangements to be made in consultation with the Information Division and under their supervision in their various Attached Departments and Offices *e.g.*, Basic Democracies, Press Information Department, Department of Films and Publications, Radio Pakistan, etc. The aim should be to train a P.F.S. Officer to handle with equal mastery any problem of publicity requiring special knowledge and technique ... *4 months.*

(c) Practical training in trade and economic matters to be arranged in consultation with the Ministries of Commerce, Agriculture and Economic Affairs and under their supervision in the — *6 months.*

(i) Deptt. of Trade Promotion and Commercial Intelligence.
(ii) Office of the Chief Controller of Imports and Exports.
(iii) Bureau of Tourism.
(iv) Cotton Board and Jute Board.
(v) Tariff Commission.
(vi) Office of the Textile Adviser.
(vii) Supply and Development.
(viii) Planning Commission.
(ix) Central Board of Revenue.
(x) Investment Promotion Bureau.
(xi) Directorate of Procurement and Distribution (Foodgrain).
(xii) Geological Survey of Pakistan.
(xiii) Various organizations under the Ministry of Power, Fuel and Mineral Resources.

(d) Attachment with the Ministry of External Affairs... *2 months.*

III. *Proposed Courses of Study for professional and other subjects*:

(i) International Law.
(ii) International Organizations.
(iii) Diplomatic Practice.

(iv) Protocol.
(v) Diplomatic Theory.
(vi) Geopolitics, Principles and Practice.
(vii) International Monetary and Financial Problems.
(viii) International Economic Relations.
(ix) Economic Development of Under-developed Areas.
(x) Comparative Economic Systems.
(xi) Pakistan Commercial and economic policy and practice.
(xii) Pakistan Publicity, Policy and practice.
(xiii) China, Russia, Afghanistan, Iran and Burma.
(xiv) NATO, SEATO and CENTO.
(xv) French Interpretership.
(xvi) Islamic Studies.

Note:—(i) Subjects mentioned at (i) to (vi), (viii) and (xv) are already prescribed for the Final Passing Out Examination of P.F.S. Probationers. Syllabuses for these subjects are available with the Ministry of External Affairs. It is suggested that detailed synopses of these subjects may be obtained from Fletchers School in the U.S.A., as also a list of suggested books for reading.

(ii) Syllabuses for subjects No. (vii) to (xi) and their synopses may be prepared in consultation with the Director, Finance Services Academy.

(iii) Syllabuses and detailed programme of training, theory and practice for subject No. (xii) may be prepared in consultation with the Information Division.

(iv) Syllabuses for the subjects (xiii) and (xiv)—detailed studies, about our neighbouring countries and the historical background, and the various developments leading to the latest position of NATO, SEATO and CENTO and implications and the repercussions of our membership of these organizations may be prepared in the Ministry of External Affairs.

(v) Syllabus for subject No. (xv) may be worked in consultation with the Principal of some recognised school in France which teaches French to foreign students and with the Ministry of Defence who are also interested in teaching French to Army Officers as well as with the French Embassy in Karachi and their cultural centre who will be able to give useful information about books, etc., for studying at the Academy. The Ministry of External Affairs may consider obtaining the services of a French Professor for teaching French to P.F.S. probationers. His services may be shared by the Army and other civil servants desiring to learn French. The Ford Foundation may be able to help in the matter.

(vi) Combination of papers in the Final Passing Out Examination, duration of each paper and marks to be allotted to each paper may be decided in consultation with the Central Public Service Commission.

L 56 (62) C.P.S.C.

IV. *Arrangements for training during the present year (October 1962 to October, 1963)*:

As the arrangements for the teaching of the professional and other subjects at the Civil Service Academy, will take some time to complete, special arrangement will have to be made for this year's training. It is suggested that the officers to be selected for P.F.S. this year may first be given their two months training in the Ministry of External Affairs. This would give them time to work out in consultation with the Information Division detailed arrangements for the training of probationers in subjects enumerted under the head Training, Sub-head II (b). While the probationers are being trained by the Information Division, detailed arrangements may be worked out in consultation with other Ministries and organisations concerned for their training in professional and other subjects falling under their respective responsibilities. In the meantime arrangements for the course of training at the Academy should be completed.

V. *Building, Staff and Equipment*:

(i) The Director, Civil Service Academy has informed Chairman, Central Public Service Commission that there will be no difficulty in accommodating 3 P.F.S. probationers in the Civil Service Academy. He may be requested to squeeze in 5 candidates next year, pending construction of additional residential accommodation and class rooms, if any, needed in subsequent years.

(ii) The number and pay scales, etc., of the teaching staff for P.F.S. Probationers may be decided in consultation with the Directors, Civil Service and Finance Services Academies.

(iii) The following additional staff may be necessary :—

(a) One teacher for subjects (vii), (viii), (ix), (x) and (xi).

(b) One teacher will be needed for subjects (i), (ii), (iii), (v) and (vi).

(c) A separate teacher may be required for subjects (iv), (xiii) and (xiv) [unless the teacher teaching the subjects under item (b) above is a professional P.F.S. Officer seconded for this purpose, in which case he can also teach these subjects.]

(d) A French Professor (French men) will be necessary for teaching the French language.

(e) A special Assistant Director (a serving P.F.S. officer) will be needed to arrange seminars, discussions, games and tours for P.F.S. officers and supervise the training programme of P.F.S. Probationers under the general supervision of the Director, Civil Service Academy.

APPENDIX W

(*Vide* para 128)

Number and Nature of Cases Referred to Commission for their Advice during the Calender year 1962

Nature of case	Cases received during the year	Last year's pending cases	Total (Columns 2 & 3)	Cases on which advice tendered: Current year	Last year's pending	Total (Columns 5 &6)	Cases in which decision taken by the Govt. & wherein Advice: Accepted	Accepted with modification	Referred back	Rejected	Cases in which decision of Govt. not yet conveyed	Cases in which advice is yet to be given: Current year's	Last years' pending	Total (Columns 13 and 14)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Promotions, including irregular promotions.	62	13	75	39	7	46	33	..	..	1	12	23	6	29
Appointments without advertisement including irregular appointments.	33	6	39	25	6	31	21	..	..	..	10	8	..	8
Additional Pension ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Withholding of Additional Pension	1	..	1	1	..	1	..	..	..	..	1	..	..	..
Gratuity and Injury Pension ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Grant of Extraordinary Pension	2	..	2	2	..	2	2	..	..	..	..	..	..	..
Disciplinary ..	4	..	4	3	..	3	..	..	..	..	3	1	..	1
Compulsory Retirement ..	1	..	1	1	..	1	..	..	..	..	1	..	..	..
Recruitment Rules														
(i) Class I .. (ii) Class II .. }	35	15	50	20	3	23	6	..	..	..	27	15	12	27
Excluded Cadre Posts ..	1	..	1	1	..	1	..	..	..	..	1	..	..	..
Appeals, Memorials & Representations.	30	2	32	7	2	9	3	..	..	..	4	7	..	7
Grant of Extension of Service ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..
Reimbursement of Legal Expenses	1	2	3	1	2	3	2	..	..	..	1	..	..	..
Seniority	17	8	25	6	1	7	1	..	1	..		11	7	18
Total ..	187	46	233	106	21	127	68	..	1	1	66	65	25	90

APPENDIX X

[*Vide* para 129 (i)]

DRAFT PROCEDURE FOR REGULATING THE PROCEEDINGS OF THE D.P.C. SET UP UNDER ESTABLISHMENT DIVISION O.M. No. F. 33|1|47-EST(SE) II, DATED 29th JANUARY 1948.

The D.P.C. shall consist of not less than three members.

2. The appointing authority should not be included in D.P.C.

3. When a selection post is to be filled, the Head of the Department, or the authority empowered to make the appointment, shall direct the D.P.C. to assemble and examine the cases of all eligible candidates and make recommendations.

4. Before the D.P.C. assembles the following papers connected with the proposed selection shall be circulated for the information of the members of the D.P.C. :—

(i) A list in order of seniority containing the names of all eligible candidates to be considered.

(ii) Brief particulars of all the eligible candidates in the prescribed form.

(iii) Up-to-date Character Rolls of all the candidates to be considered.

(iv) A copy of the Recruitment Rules, if any.

(v) Duties and qualifications of the post under consideration.

(vi) Roster for filling in departmental vacancies in accordance with the prescribed percentages.

5. If the Chairman of the D.P.C., in consultation with the members, desires to interview the candidates, he should arrange with the authority concerned for the candidates to be present for the interview.

6. The D.P.C. shall assemble at the appointed time and place and shall consider all the candidates with due regard to the following factors :—

(i) The principle to be applied, namely pure merit|seniority-*cum*-fitness, in making the selection.

(ii) Whether adverse entries, if any, in the C. Rs. were communicated to the officer(s) concerned, if not, how such adverse entry should be taken into consideration.

(iii) Whether the seniority list produced before the D.P|C. is final and authentic.

(iv) Whether the Recruitment Rules or the method of Recruitment, including source of recruitment, were duly approved by the P.S.C. as required *vide* Article 185(2) of the Constitution of Pakistan.

(v) The D.P.C. should verify and satisfy themselves that the rules under which the promotion is to be made have been approved by the P.S.C. If not, the approval of the P.S.C. should be obtained before the Committee assembles.

(vi) The discussion on the C. Rs. should be confined to written reports. If a member of the D.P.C. wishes to express his opinion about any candidate, he should do so in writing. Such opinions should be weighed in the light of the C. Rs. In case of any conflict the member expressing the views should clarify the position.

(vii) For proper evaluation of the C. Rs. marks should be awarded to each C. R.

7. After full consideration of all the factors, including the result of the interview, if held, the D.P.C. shall draw up its recommendations.

8. If the appointment is to be made on the basis of selection and there is only one vacancy, the D.P.C. shall recommend the most suitable candidate. In case the vacancy is more than one, the names of candidates selected shall be arranged in order of merit.

9. In cases where the D.P.C. has recommended supersession of an officer, full reasons for the same should be recorded.

10. If the appointing authority disagrees with the recommendation of the D.P.C. it shall refer the case back to the D.P.C. along with his own comments for reconsideration.

11. In case the D.P.C. reiterates its original recommendation, the appointing authority shall pass final orders giving reasons for disagreeing with the recommendation of the D.P.C.

APPENDIX Y

[*Vide* para 129 (ii)]

CENTRAL PUBLIC SERVICE COMMISSION

RULES FRAMED BY THE CENTRAL PUBLIC SERVICE COMMISSION FOR REGULATING THE CONDUCT OF ITS BUSINESS

PART I

PRELIMINARY

1. In these rules,

(a) "Commission" means the Central Public Service Commission.

(b) "Member" means a Member of the Commission and includes the Chairman thereof ; and

(c) "Service" includes All-Pakistan Services, Central Services Class I, Central Services Class II, and Subordinate Services as defined in the Civil Services (Classification, Control and Appeal) Rules or the Railway Services (Classification, Control and Appeal) Rules, as the case may be.

PART II

PROCEEDINGS OF THE COMMISSION

2. Every question at a meeting of the Commission shall be determined by a majority of the votes of the Members present and voting on the question and in the case of an equal dviision of votes, the Chairman shall have a second or casting vote.

3. If the Chairman is unable to be present at a meeting of the Commission, he shall appoint one of the Members to act for him and the Member so appointed shall have all the powers of the Chairman at the meeting:

Provided that, unless the Chairman otherwise directs, no action shall be taken upon any decision arrived at in a meeting at which he was not present, until he has been informed of such decision ; and upon being so informed, he may direct that any such decision shall be re-considered at a meeting at which he is present.

4. The proceedings of the Commission shall not be invalidated by any vacancy in the office of a Member.

5. The quorum for a meeting of the Commission shall be three inclusive of the Chairman but the Chairman may adjourn any business at a meeting, if he is of the opinion, that it cannot conveniently be transacted owing to the absence of any Member.

6. All decisions of the Commission shall be recorded by the Secretary in accordance with the directions of the Commission, and it shall be open to any Member who dissents from a decision to record his dissent and, if he thinks fit, his reasons for dissenting.

7. Whenever the Commission is required to give advice, or to submit proposals to, or to be consulted by, any authority, the decision of the Commission shall be communicated in a letter signed by the Secretary, and in a case where the decision is not unanimous, neither the fact of, nor the ground for, dissent shall be communicated unless the Chairman so directs.

8. The Commission may refer any matter to an individual Member, or to a Committee consisting of one or more Members and of such other persons, if any, as the Commission may appoint, for consideration and report to the Commission.

9. (i) The Commission may, subject to such directions as it thinks fit. delegate to a Committee constituted from among the Members such of its functions as it may decide from time to time.

(ii) Every such Committee shall consist of at least two Members except as provided in Clause (iii) of Rule 14.

10. The decision of any Committee to which powers have been delegated under rule 9 shall be communicated to the Chairman before any action is taken thereon and the Chairman may thereupon direct that such decision shall be referred to a meeting of the Commission for further consideration and decision ; but in default of such direction the decision of the Committee shall be deemed to be the decision of the Commission.

11. The Chairman or, in his absence, a Member designated by him in this behalf, may deal with any urgent matter appearing to him to require immediate action. Such action shall, if taken by the Chairman, be reported to the Commission at its next meeting and, if taken by another Member, be reported to the Chairman and by him to the Commission at its next meeting.

12. The Chairman may depute any Member to perform any particular work. While engaged in such work he shall not deal with the ordinary work of the Commission and files and cases shall not be circulated to him for his opinion.

13. In matters for which no provision is made by these rules, the Commission may regulate its proceedings in such manner as it thinks fit.

PART III

PROCEDURE OF THE COMMISSION IN REGARD TO RECRUITMENT TO THE PUBLIC SERVICES

A.—By Examination

14. When any competitive examination is to be held for the purpose of recruitment to a service and consultation with the Commission is required, the Commission shall :

(i) advise the President in regard to the Rules prescribing the

(a) qualifications of candidates,

(b) conditions of admission to the examination, and

(c) syllabus of the examination ;

(ii) announce the number of vacancies to be filled from among the candidates for the examination ;

(iii) make all arrangements for the actual conduct of the examination, including *viva voce* and other tests connected with it, both in Pakistan and at London, and may, for this purpose, depute a Member to London for sitting on the Interview Board :

Provided that when the Commission finds it necessary to send more than one Member to London, it shall obtain prior approval of the President ;

(iv) request the President to nominate a suitable officer to represent the Service or Department for recruitment to which the examination is being held, who shall be present at the interview referred to in clause (iii) above ;

(v) arrange the successful candidates in order of merit on the results of the examination, and in conformity with the relevant rules and the number of vacancies announced and, if the examination be a combined one for recruitment to more than one service, determine the suitability of individual candidates for different services ; and

(vi) forward to the President a list of the candidates so arranged and determined as indicated in (v) above.

Explanation I.—The Government will, however, be approached for formal sanction of necessary foreign exchange, etc., for the performance of the Members' visit abroad.

Explanation II.—The suitability of candidates should be determined by the Commission and their placement should be made by Government.

B.—By Selection

15. When recruitment to a service is to be made, or a particular post is to be filled, by selection and consultation with the Commission is required, the Commission shall :—

(i) advise the President in regard to the rules regulating the qualifications of candidates and the submission of applications ;

(ii) when necessary, announce the number of vacancies and invite applications ;

(iii) consider all applications received and, when necessary, interview such candidates as it considers *prima facie* most suitable for appointment and also call for character rolls of such candidates as are Government servants and such other papers as it may require for the purpose of selection ;

(iv) recommend only one candidate for each vacancy and keep some suitable names in reserve ;

(v) when there are two or more vacancies to be filled, arrange the candidates recommended in order of merit ;

(vi) request the President to appoint a suitable officer to represent the Service or Department for which the recruitment is being made, who shall be present at the interview referred to in clause (iii) above. Further the Commission may, if necessary, invite any person or persons to assist them in making the selection ;

(vii) when recruitment is made by selection owing to the failure of a competitive examination to yield a sufficient number of qualified candidates or to give adequate representation to a certain province, zone, area or community, recommend candidates in accordance with such orders as the President may pass in this respect ;

(viii) where consultation with the Commission is required before a person holding a post temporarily is confirmed therein advise the President whether the record of the officer during the period that he has been temporarily employed, proves him to be suitable for permanent employment.

C.—By Promotion

16. When recruitment is to be made by promotion to any post in a service and consultation with the Commission is required, the Commission shall :—

(i) consider the claims of all eligible candidates including those nominated by a Ministry ;

(ii) thereafter advise the President in respect of the candidates who are recommended whether their record proves them to have the requisite character and ability for the service or post to which it is proposed to appoint them ;

(iii) arrange the candidates in order of preference.

Explanation.—The Ministries will not withhold the name of any eligible candidate who has a fair chance of being selected and the Commission will not insist on being furnished with the names of those not eligible for consideration.

D.—By Transfer

17. When recruitment is to be made by transfer of an officer to any post in a service and consultation with the Commission is required the Commission shall advise the President in respect of any candidate nominated whether his qualifications are sufficient and whether his record proves him to have the requisite character and ability for the post to which it is proposed to transfer him.

PART IV

PROCEDURE OF THE COMMISSION IN REGARD TO DISCIPLINARY AND OTHER MATTERS.

18. In any case in which the advice of the Commission is sought in regard to disciplinary and other orders, appeals and memorials, the record of the case shall be forwarded to the Commission and the opinion given by the Commission shall form part of the record of the case and shall be communicated to the officer or officers concerned along with the orders of the authority empowered to pass orders in the case.

APPENDIX Z

[*Vide* Para 129 (vii)

Statement of Statistics of Foreign Nationals employed in Superior and Ministerial Posts in Pakistan's Missions Abroad.

S. No.	Description of posts	Total No.	Sex: Male	Female	Nationalities (other than Pakistani)	Total No. of Foreigners Employed
1	2	3	4	5	6	7
1.	Information Officers, Assistant Information Officers, Press Attaches, etc.	7	6	1	Turks—2; Unknown—1	3
2.	Superintendents	8	7	1	British—7; Canadian—1	8
3.	Secretaries, etc.	20	..	18	Canadian –8; Irish –1; British –2; Australian—1; Italian—1; French—1; American—3; Stateless—1.	18
4.	Inspectors and Asstt. Inspectors ..	9	9	..	British –8; Ceylonese –1	9
5.	Assistants, etc.	122	54	67	Ceylonese—3; Lebanese—2; British—36; Germans—2; Dutch—2; Swedish—1; French—4; Spanish—1; Japanese—1; Canadian—17; Indian—2; Australian—9; Italian—2; Belgian—1; Irish—2; Peruvian—1; Manchurian—1; British Guinea—1; American—17; Filipino—1; Danish—1; Jamaican-1; Chinese—2; Polish—1; Swiss—1; Persian—1; Turkish—1; Unknown—1.	115
6.	Stenographers	26	2	24	Ceylonese—2; British—6; Malayan—1; German—3; Dutch—1; Indonesian—1; Canadian—2; Sudanese—1; American—1; British subjects—3; Portuguese—1; Chinese—1; Australian—1; Italian—1; Filipino—1.	26
7.	Stenotypists	41	7	34	Dutch—1; French—1; Turk—1; Burmese—1; Australian—1; Italian—2; American—1; British—26; Irish—2; Indians—3; British subject—1; Sudanese—1.	41
8.	Translators	39	23	15	Filipino—1; British—2; Lebanese—3; Thai—1; German—4; Indonesian—2; Portuguese—1; Canadian—1; U. A. R.—1; Russian—1; Turk—1; Palestinian—2; Japanese—2; Tunisian—1; Iranian—4; Iraqi—2; Italian—3; Dutch—1; Burmese—1; Swiss—1; Chinese—1.	37
9.	Clerks, etc.	153	103	49	Ceylonese—8; Indian—20; Finnish—1; British and British subjects—84; Thai—1; Germans—3; Sudanese—2; Brazilian—1; Chinese—2; Burmese—4; Saudi—1; Dutch—1; Egyptian—1; Polish—6; Iraqi—1; Lebanese—1; Indonesian—1; Italian—2; Japanese—1; Swiss—1; Australian—1; French—1; Belgian—1; Stateless—2.	147
10.	Typists	36	7	29	Filipino—1; Lebanese—1; Sudanese—2; Turk—1; Burmese—1; Tunisian—1; British and British subjects—24; Iranian—1; Polish—1; American—1; Egyptian—1; Unknown—1.	36
11.	Telephone Operators, Receptionists, Compt. and Mach. Operators, etc.	26	7	19	Ceylonese—1; Lebanese—1; Thai—1; German—2; Dutch—1; French—1; Burmese—1; Canadian—2; Iranian—1; British and British subjects—10; Italian—2; American—1; Egyptian—1; Japanese—1.	26
12.	Miscellaneous	13	9	4	Pakistani American—1; Australian—1; British—5; Burmese—1; Dutch—1; Indian—1; Iranian—1; Canadian—1.	12

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Mymensingh :—
Osm[illegible] and Co., Station Road.
Khulna :—
Abdul Qadir & Brothers, Old Jessore Road.
Saheb Bazar :—
Friends Stores, P. O. Ghoramara, Distt. Rajshahi.
Sardah :—
Master Library, P. O. Sardah, Distt. Rajshahi.
Kushtia :—
The News Agency.
Patuakhali :—
The Alamgir Library and Sitara News Agency, P. O. Patuakhali, Distt. Bakergonj.
Chuadanga :—
Naya Jamana Library, P. O. Chuadanga, Distt. Kushtia.
Lahore :—
Ahsanul Haq Qureshi & Sons, Katchery Road.
All Pakistan Legal Decisions, 35, Nabha Road.
Book Centre, 49, The M[illegible]
Mansoor Book House, 2, Katchery Road.
Mirza Book Agency, 9-A, Shah Alam Market.
Nawa-i-Waqt Publications Ltd.
Premier Book House, 4/5, Katchery Road.
Technical and Commercial Book Co., Chowk Dalgaran.
The Publishers United Ltd., 176, Anarkali.
The Punjab Religious Book Society, Anarkali.
Rawalpindi :—
The London Book Company.
The New Book Depot, Urdu Bazar.
Victory Book Stores, Edwardes Road.
Hyderabad :—
The Educational Book Depot, School Road.
The New Allies Stores, Jail Road, Near Tower.
Multan City :—
Multan Chamber of Commerce.
Khan Traders, Delhi Gate.
Quetta :—
Aligarh Book Stall, Mission R[illegible]
Lyallpur :—
[illegible]shmand & Co., Kark[illegible]ar.
International Agency, G[illegible]
[illegible] Sons, Katchery B[illegible]
Sialkot City :—
[illegible] & Sons, Railway [illegible]